ITCSO Training Academy

Plant Clearance Automated Reutilization Screening System (PCARSS) 3.0

February 2010

DCMA
Defense Contract Management Agency

Course Topics

Module One – PCARSS Overview

Lesson One	**About PCARSS**
Topic One	About PCARSS
Topic Two	Logging into PCARSS
Topic Three	Navigating PCARSS

Lesson Two	**User Roles and Processes**
Topic One	Inventory Schedule Process
Topic Two	Referral Process
Topic Three	Case Process
Topic Four	PCARSS User Roles

Course Topics

Module Two – PLCO, Support PLCO, and Administrator Roles

Lesson One	**Common Tasks**
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Topic Two	Viewing the Administrator Home Page
Topic Three	Searching Inventory
Topic Four	Uploading Flat Files
Topic Five	Performing Screener Tasks
Topic Six	Viewing and Editing Preferences
Lesson Two	**Contacts**
Topic One	Adding a Contact
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Topic Three	Copying an Existing Inventory Schedule
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Course Topics

Module Two – PLCO, Support PLCO, and Administrator Roles

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Lesson Five	**Cases**
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Course Topics

Module Two – PLCO, Support PLCO, and Administrator Roles

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Topic Five	Searching for a Case
Topic Six	Editing a Case
Topic Seven	Withdrawing a Case
Topic Eight	Re-establishing a Withdrawn Case
Topic Nine	Deleting a Case
Topic Ten	Transferring an Individual Case
Topic Eleven	Completing an Inventory Verification Survey
Topic Twelve	Assigning a Disposition Code
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Course Topics

Module Two – PLCO, Support PLCO, and Administrator Roles

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Topic Seven	Creating a New Bidder
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Course Topics

Module Two – PLCO, Support PLCO, and Administrator Roles

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Topic Two	Transferring Cases
Topic Three	Transferring Inventory Schedules

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Topic Two	Logging in as a PLCO
Topic Three	Approving or Disapproving a Support Request
Topic Four	Revoking a Support Request

Course Topics

Module Three – Contractor Role

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Topic Two	Uploading Flat Files
Lesson Two	**Contacts**
Topic One	Adding a Contact
Topic Two	Editing an Deleting a Contact
Lesson Three	**Inventory Schedules**
Topic One	Managing the Inventory Schedules Workload
Topic Two	Creating an Inventory Schedule
Topic Three	Copying an Existing Inventory Schedule
Topic Four	Submitting a Draft Inventory Schedule
Topic Five	Deleting an Inventory Schedule
Topic Six	Deleting a Line Item
Topic Seven	Viewing Inventory Schedule History
Topic Eight	Editing an Inventory Schedule
Topic Nine	Editing a Line Item
Topic Ten	Requesting Withdrawal of an Inventory Schedule
Topic Eleven	Requesting Withdrawal of a Line Item
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Topic Thirteen	Viewing Disposition Instructions and Shipping Items

Course Topics

Module Three – Contractor Role

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Topic Two	Managing Sales Lots
Topic Three	Searching for Existing Bidders
Topic Four	Creating a New Bidder
Topic Five	Entering Bids
Topic Six	Viewing the Bid Summary
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Course Topics

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Lesson Two	**Requisitions**
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Topic Two	Searching Inventory for Requisition
Topic Three	Viewing the Cart
Topic Four	Creating a Requisition
Topic Five	Editing a Requisition
Topic Six	Requesting Cancellation of a Requisition
Topic Seven	Resubmitting a Requisition
Lesson Three	**Alerts**
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Course Topics

Module Five – QAR Role

Lesson One	**Common Tasks**
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Topic Two	Completing an Inventory Verification Survey

PCARSS Training Guide – Modules

PCARSS Training Guide – Modules

Module One	PCARSS Overview
Module Two	PLCO, Support PLCO, and Administrator Roles
Module Three	Contractor Role
Module Four	Screener and Read-only Screener Roles
Module Five	QAR Role

Module One

PCARSS Overview

Module One – Lessons

Module One Lessons

Lesson One	About PCARSS
Lesson Two	User Roles and Processes

Lesson One

About PCARSS

Lesson One – Topics

Lesson One Topics

Topic One	About PCARSS
Topic Two	Logging into PCARSS
Topic Three	Navigating PCARSS

Topic One – About PCARSS

About PCARSS

The Plant Clearance Automated Reutilization Screening System (PCARSS) version 3.1 application automates the process for reporting, screening, requisitioning, and dispositioning excess government property located at contractor facilities.

PCARSS allows:

- Acquiring agencies to view excess property, create requisitions, and see the status of current requisitions.
- Plant Clearance Officers (PLCOs) to
  - Create, review and accept, modify, or reject inventory schedules
  - Create and modify plant clearance cases and referrals
  - Create, complete or delegate inventory verifications
  - Create, review and accept, modify, or reject requisitions
  - Issue shipping instructions, sale instructions or other disposition instructions
- Contractors to
  - Create, modify, and submit inventory schedules
  - Conduct Sales
  - Input shipping and disposition information

PCARSS 3.1 replaces the current client server system used by PLCOs as well as the Web Application for Contractors and Screeners.

All inventory schedules should be submitted to the PLCO via PCARSS upon contract completion, termination, or when property on the contract is no longer needed for performance on the contract.

Plant clearance guidance can be found in:

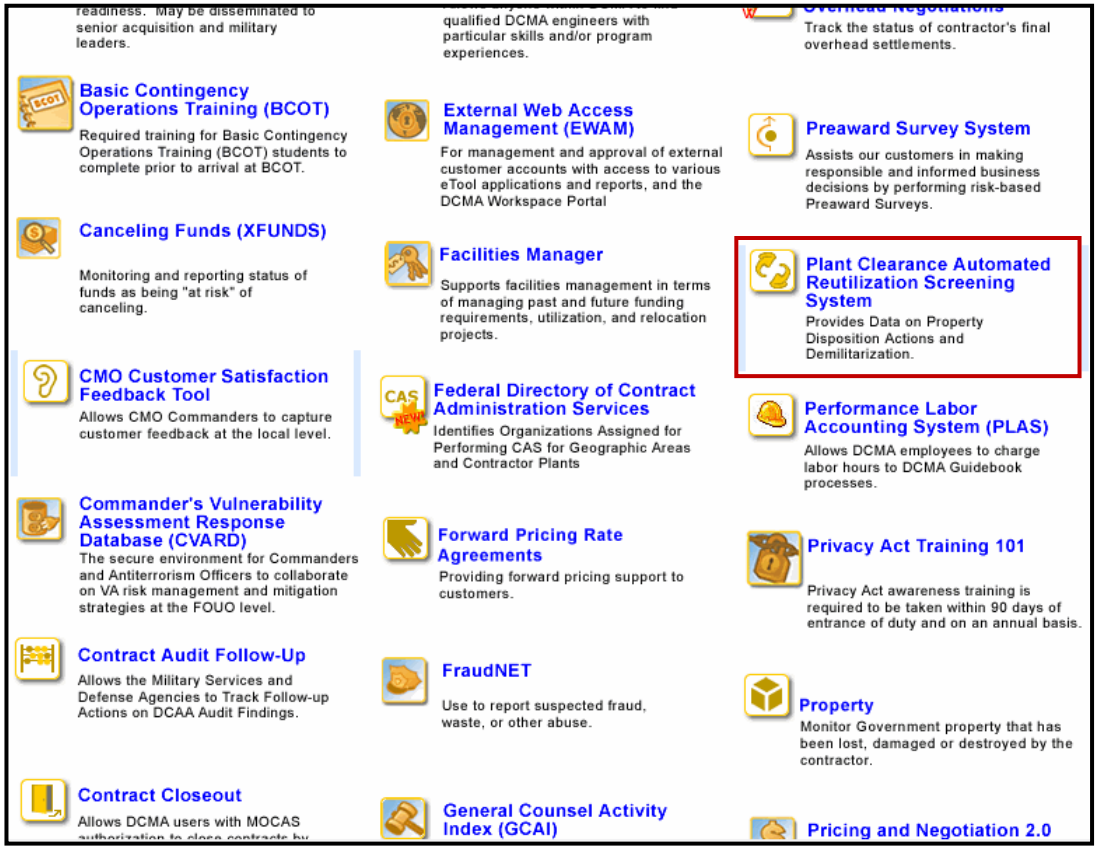
- FAR Part 45 and 52.245
- DFARS Part 245
- NASA FAR Supplement, Part 1845
- DoD 4160.21-M-1, Defense Demilitarization Manual
- DCMA Plant Clearance Instruction

Topic Two – Logging into PCARSS

Logging into PCARSS

You may follow these steps for logging into PCARSS as any user role.

Logging into PCARSS (Graphic 1.1.1)	
1.	*Log* into the **eTools Portal** (Graphic 1.1.1).
2.	*Double-click* the **Plant Clearance Automated Reutilization Screening System** icon on your portal. The Home Page for your assigned user role in IWAM or EWAM appears.


readiness. May be disseminated to senior acquisition and military leaders.
qualified DCMA engineers with particular skills and/or program experiences.
Track the status of contractor's final overhead settlements.
Basic Contingency Operations Training (BCOT)
Required training for Basic Contingency Operations Training (BCOT) students to complete prior to arrival at BCOT.
External Web Access Management (EWAM)
For management and approval of external customer accounts with access to various eTool applications and reports, and the DCMA Workspace Portal
Preaward Survey System
Assists our customers in making responsible and informed business decisions by performing risk-based Preaward Surveys.
Canceling Funds (XFUNDS)
Monitoring and reporting status of funds as being "at risk" of canceling.
Facilities Manager
Supports facilities management in terms of managing past and future funding requirements, utilization, and relocation projects.
Plant Clearance Automated Reutilization Screening System
Provides Data on Property Disposition Actions and Demilitarization.
CMO Customer Satisfaction Feedback Tool
Allows CMO Commanders to capture customer feedback at the local level.
Federal Directory of Contract Administration Services
Identifies Organizations Assigned for Performing CAS for Geographic Areas and Contractor Plants
Performance Labor Accounting System (PLAS)
Allows DCMA employees to charge labor hours to DCMA Guidebook processes.
Commander's Vulnerability Assessment Response Database (CVARD)
The secure environment for Commanders and Antiterrorism Officers to collaborate on VA risk management and mitigation strategies at the FOUO level.
Forward Pricing Rate Agreements
Providing forward pricing support to customers.
Privacy Act Training 101
Privacy Act awareness training is required to be taken within 90 days of entrance of duty and on an annual basis.
Contract Audit Follow-Up
Allows the Military Services and Defense Agencies to Track Follow-up Actions on DCAA Audit Findings.
FraudNET
Use to report suspected fraud, waste, or other abuse.
Property
Monitor Government property that has been lost, damaged or destroyed by the contractor.
Contract Closeout
Allows DCMA users with MOCAS
General Counsel Activity Index (GCAI)
Pricing and Negotiation 2.0

Graphic 1.1.1 : PCARSS icon on eTools Portal

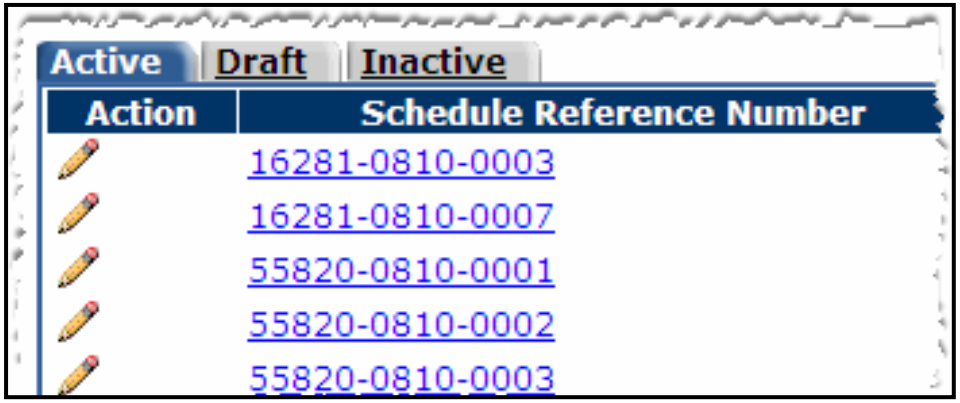
Navigating PCARSS

Tabs show records with specific statuses. To see information under a tab, click the tab. A tab will appear in blue when it is open (Graphic 1.1.2).

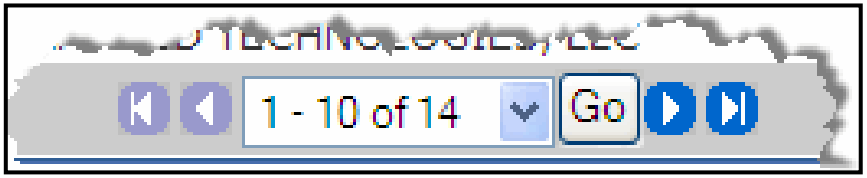
Column headers allow you to sort information in either ascending or descending order. To sort the information, click a column header. Click the column header again to sort the information in reverse order (Graphic 1.1.2).

Action columns may display the or icons, which you can click to edit or delete a record, respectively (Graphic 1.1.2).

The controls at the bottom of the table allow you to move to the first, previous, next, or last request on pages that display multiple records. You may also use the drop-down list box to select the sequence number of the requests you wish to see and click the Go button (Graphic 1.1.3).



Graphic 1.1.2 : Tabs, Table, Columns, and Column Headings



Graphic 1.1.3 : First, Previous, Next, and Last buttons

Topic Three – Navigating PCARSS

Navigating PCARSS – Continued

The following icons link to additional functionality in PCARSS. You will see these icons used throughout the application:

PCARSS Icons	
	Opens a page where you may edit a record.
	Opens a page where you may add a record.
	Deletes a record.
	Opens a search page or populates data on a page from the information entered in a field.
	Displays a calendar that allows you to select a date. In any case where this icon appears, you can also type the date in the text box. Use the format DD MON YYYY (e.g., 01 JAN 2009).

Lesson One – Review

Lesson One covered the following topics:

Topic One	About PCARSS
Topic Two	Logging into PCARSS
Topic Three	Navigating PCARSS

Lesson Two

User Roles and Processes

Lesson Two – Topics

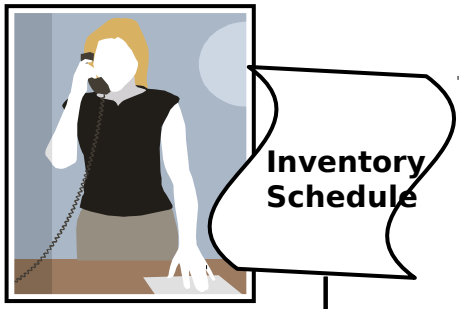
Lesson Two Topics

Topic One	Inventory Schedule Process
Topic Two	Referral Process
Topic Three	Case Process
Topic Four	PCARSS User Roles

Topic One – Inventory Schedule Process

Inventory Schedule Process

Contractor or PLCO



PLCO

- The receiving PLCO accepts the inventory schedule.
- He or she assigns the inventory schedule to a case.

The receiving PLCO assigns the inventory schedule to a referral to send to another PLCO.

- The receiving PLCO rejects the inventory schedule.
- It is sent back to the Contractor or PLCO where it may be updated and resubmitted, or deleted.

Topic Two – Referral Process

Referral Process

Active
Referral

PLCO

- The PCLO who receives the referral accepts it.
- The referral becomes a draft case.

- The PCLO who receives the referral rejects it and sends it back to the PLCO who created it.
- The PLCO who originally created the referral views the rejected referral and either resubmits it or deletes it.

Topic Three – Case Process

Case Process

PLCO

A Screener or PLCO performs an inventory search and finds the item(s) in the case. He or she creates a requisition for the item(s) and submits it to the PLCO assigned to the case. The PLCO approves the requisition and issues disposition instructions for the items. The Contractor will then perform the disposal per the PLCO's instructions.

The PLCO creates a sales authorization in an attempt to sell the inventory. The PLCO or Contractor enter the sale data. Once the inventory is sold, the Contractor collects the proceeds from the buyer and ships the inventory.

The item(s) are not requisitioned or sold. The PLCO assigns a final disposition code to dispose of the item and the Contractor performs the disposal per the PLCO's instructions.

When all of the items on the case have been fully dispositioned, the case can be closed.

Topic Four – PCARSS User Roles

PCARSS User Roles

The PCARSS application supports seven user roles. Each role, along with its functionality that distinguishes it from the other roles, is summarized below.

Plant Clearance Officer (PLCO)	Logs in through IWAM or EWAM Oversees all the functionality in PCARSS 3.1
Support PLCO	Logs in through IWAM or EWAM Performs all the tasks of a designated PLCO with approval from the Administrator
Contractor	Logs in through EWAM Submits schedules for excess inventory at their work sites Conducts sales, and completes final disposal actions as directed by the PLCO
Screener	Logs in through EWAM Submits requisitions for the reuse of available items to the PLCO
Read-only Screener	Logs in through EWAM Searches for inventory available for requisition, but does not create requisitions
Administrator	Logs in through IWAM Has all the functionality of the PLCO, and also: Searches for sales and requisitions Performs workload mass transfers, and may transfer or edit any PLCO's work Approves Support PLCO requests
Quality Assurance	Logs in through IWAM Views, edits, and completes the inventory verification surveys sent by

Lesson Two – Review

Lesson Two covered the following topics:

Topic One	Inventory Schedule Process
Topic Two	Referral Process
Topic Three	Case Process
Topic Four	PCARSS User Roles

Module One – Review

Module One covered the following lessons:

Lesson One	About PCARSS
Lesson Two	User Roles and Processes

Module Two

PLCO, Support PLCO, and Administrator Roles

Module Two – Lessons

Module Two Lessons

Lesson One	Common Tasks
Lesson Two	Contacts
Lesson Three	Inventory Schedules
Lesson Four	Referrals
Lesson Five	Cases
Lesson Six	Requisitions
Lesson Seven	Sales
Lesson Eight	Transfers
Lesson Nine	Support PLCO Request Process

Lesson One

Common Tasks

Lesson One – Topics

Lesson One Topics

Topic One	Viewing the PLCO Home Page
Topic Two	Viewing the Administrator Home Page
Topic Three	Searching Inventory
Topic Four	Uploading Flat Files
Topic Five	Performing Screener Tasks
Topic Six	Viewing and Editing Preferences

Topic One – Viewing the PLCO Home Page

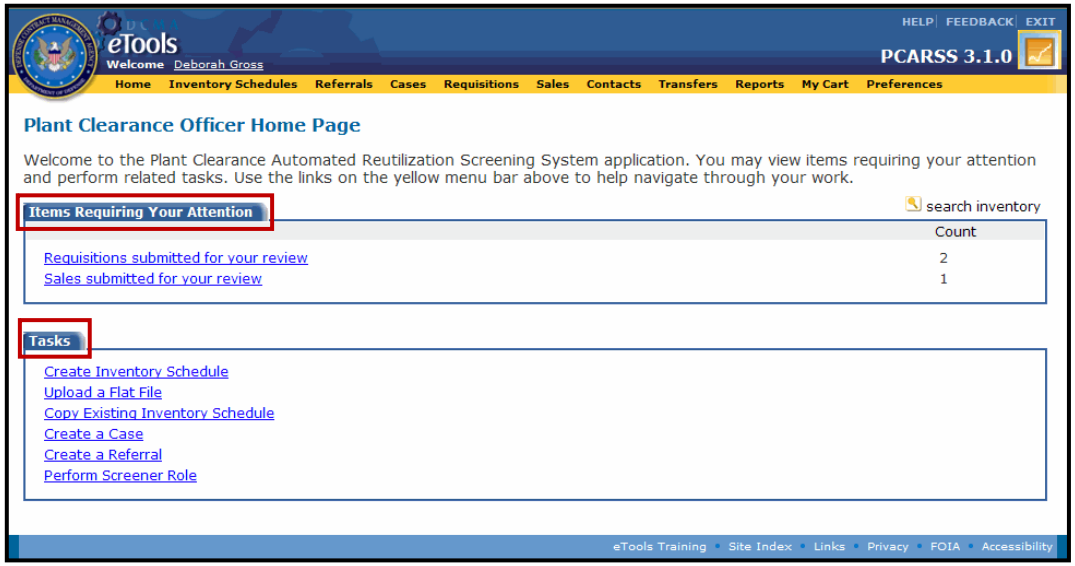
Viewing the PLCO Home Page

The Plant Clearance Officer Home Page appears when you log into the PCARSS application through IWAM or EWAM as a Plant Clearance Officer (Graphic 2.1.1).

The following tabs appear on the Plant Clearance Officer Home Page:

- **Items Requiring your Attention** - Items requiring your immediate attention appear under this tab. The number next to a category is the number of items requiring your attention in that category, and the count is updated based on your workloads. PCARSS will not display categories with a count of zero, and if all categories have a count of zero, this tab will not appear at all.

- **Tasks** - The links under this tab allow you to perform different tasks.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.1.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Plant Clearance Officer Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
search inventory
Count
Requisitions submitted for your review 2
Sales submitted for your review 1
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.1.1 : Plant Clearance Officer Home Page

Topic Two – Viewing the Administrator Home Page

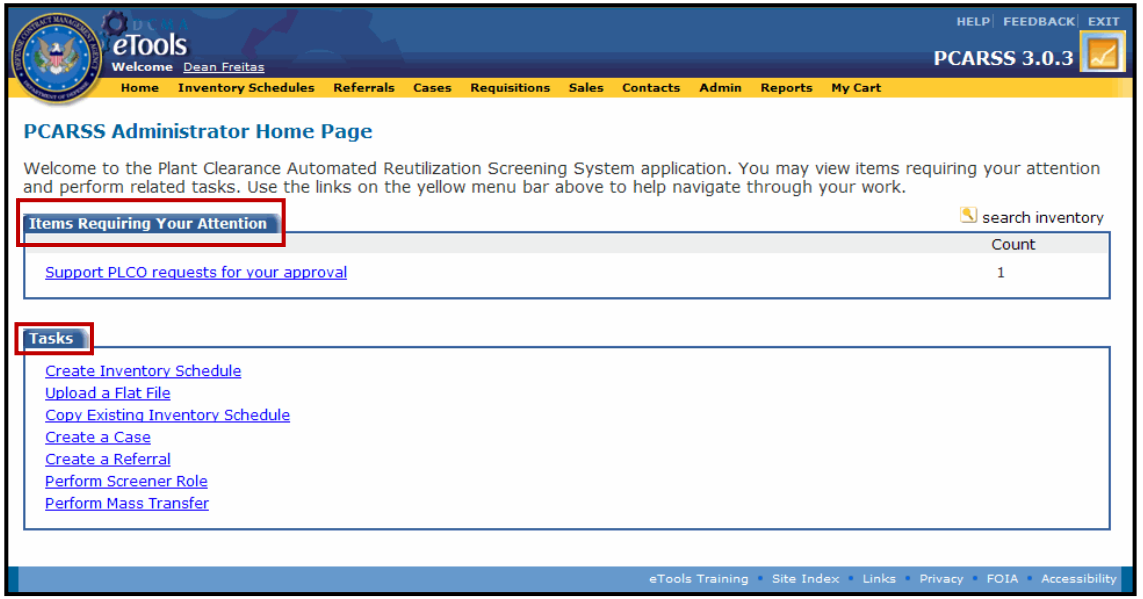
Viewing the Administrator Home Page

The Administrator Home Page appears when you log into the PCARSS application through IWAM as an Administrator and click the PCARSS icon on the eTools Portal (Graphic 2.1.2).

The following tabs appear on the Administrator Home Page:

- **Items Requiring your Attention** - Items requiring your immediate attention appear under this tab. The number next to a category is the number of items requiring your attention in that category, and the count is updated based on your workloads. PCARSS will not display categories with a count of zero, and if all categories have a count of zero, this tab will not appear at all. The following categories may appear:

- **Tasks** - The links under this tab allow you to perform different tasks.


eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
PCARSS Administrator Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
search inventory
Count
Support PLCO requests for your approval
1
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
Perform Mass Transfer
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Graphic 2.1.2 : PCARSS Administrator Home Page

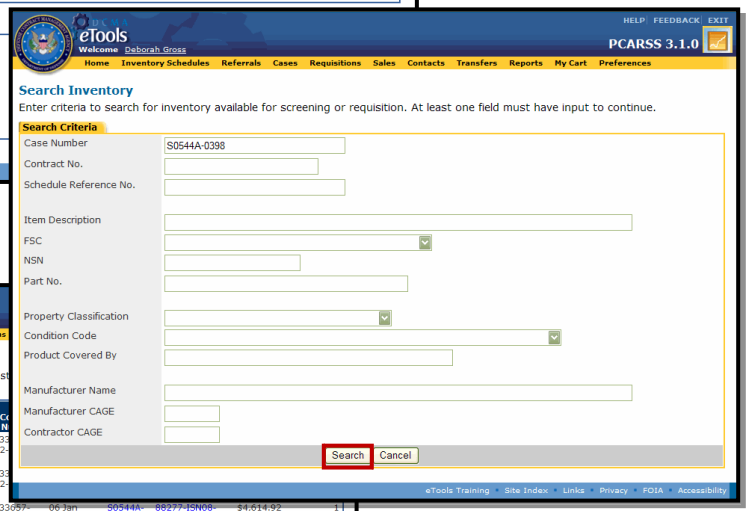
Topic Three – Searching Inventory

Searching Inventory

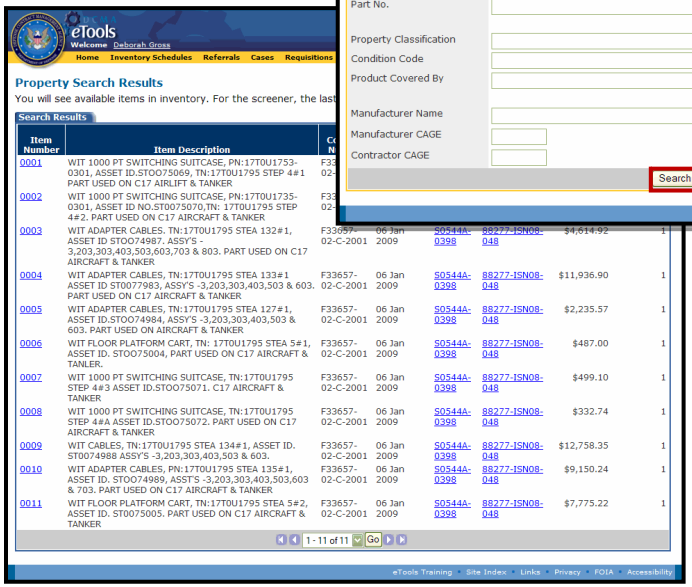
The PLCO and Administrator roles can view the inventory currently in PCARSS.
PLCOs can only search for work that is their own, but Administrators can search for and modify the work of any user.

Searching Inventory (Graphics 2.1.3 – 2.1.5)	
1.	*Start* from the **Home Page** (Graphic 2.1.3).
2.	*Click* the **search inventory** link. The Search Inventory page appears (Graphic 2.1.4).
3.	*Type* **search criteria** in at least one of the search fields to find the desired inventory.
4.	*Click* the **Search** button. The Property Search Results page appears (Graphic 2.1.5).

Graphic 2.1.3 : Home Page



Graphic 2.1.4 : Search Inventory page



Graphic 2.1.5 : Property Search Results page

Topic Four – Uploading Flat Files

Uploading Flat Files

The upload flat file function allows you to upload multiple inventory schedules in one file. PLCOs, Administrators, and Contractors have the ability to upload flat files. You may upload flat files by clicking either the **Upload a Flat File** link on the Home Page or the **upload flat file** link on the Inventory Schedules Workload page.

For information on how to create a valid flat file, see the PCARSS Flat File Instructions topic in the PCARSS 3.1 users manual or online help.

Uploading Flat Files (Graphics 2.1.6 – 2.1.9)	
1.	*Start* from the **Home Page** (Graphic 2.1.6).
2.	*Click* the **Upload Flat Files** link. The Upload Flat File page appears (Graphic 2.1.7).
3.	*Click* the **Browse** button. The file selection box appears.
4.	*Search for and select* the **desired flat file**.
5.	*Click* the **Open** button on the file selection box. The file name and path appear on the Upload Flat File page (Graphic 2.1.7).

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.1.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
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search inventory
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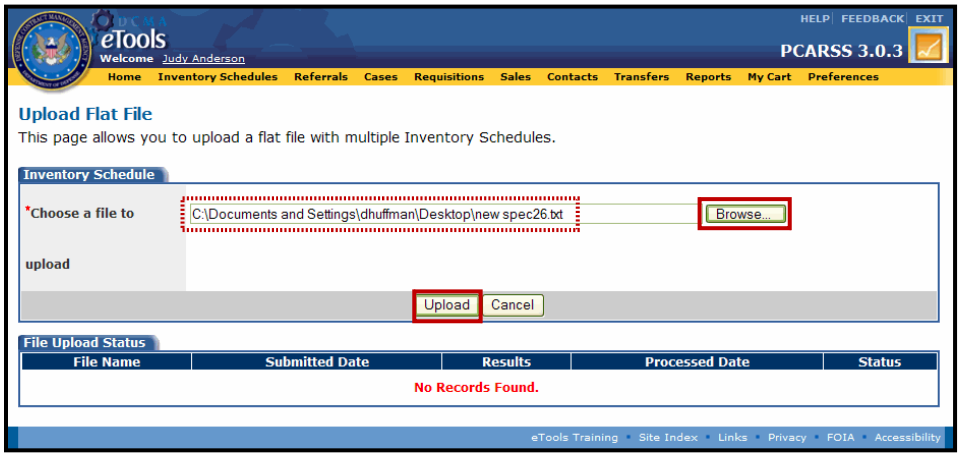
Requisitions submitted for your review 2
Sales submitted for your review 1
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.1.6 : Plant Clearance Officer Home Page



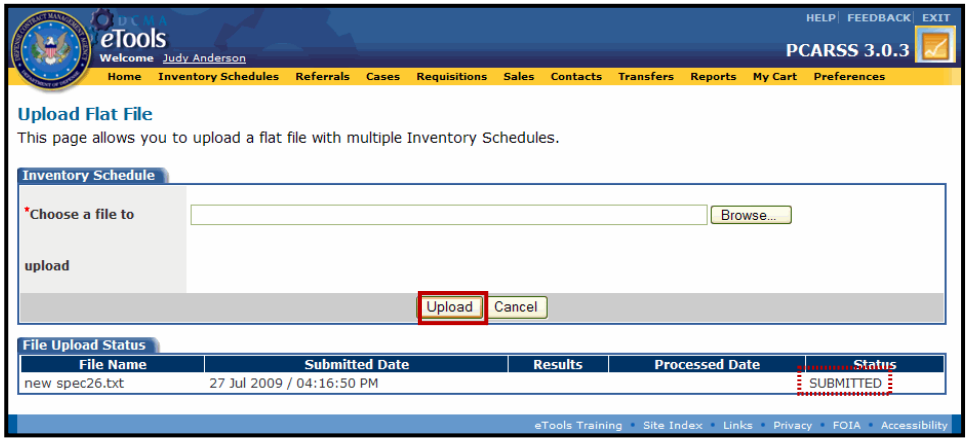
Graphic 2.1.7 : Upload Flat File page with filename and path

Topic Four – Uploading Flat Files

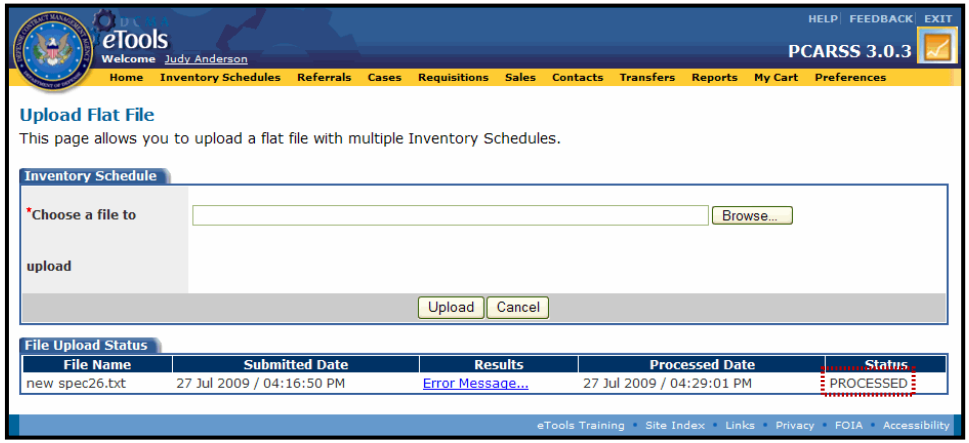
Uploading Flat Files – Continued

Uploading Flat Files (Graphics 2.1.6 – 2.1.9)	
6.	*Click* the **Upload** button. The file uploads and appears under the File Upload Status tab with Submitted status (Graphic 2.1.8.)

The flat file process runs every 15 minutes. While the process is running, the submitted flat file will have Pending status.
Once the flat file process has finished, the flat file will have Processed status (Graphic 2.1.9). When the flat file has been processed, if the file does not contain errors, you will be able to find your uploaded inventory schedules in the Inventory Schedules Workload under the Draft tab. If the file contained errors that prevented the schedules from uploading, the errors will be displayed under Results. A flat file will be removed from the File Upload Status tab after 10 days.



Graphic 2.1.8 : Upload Flat File page with submitted flat file



Graphic 2.1.9 : Upload Flat File page with processed flat file

Topic Five – Performing Screener Tasks

Performing Screener Tasks

The PLCO and Administrator roles have access to Screener functionality when they click the **Perform Screener Role** link on the Home Page. See the Screener Role module for more information on Screener tasks.

Performing Screener Tasks (Graphics 2.1.10 – 2.1.11)	
1.	*Start* from the **Home Page** (Graphic 2.1.10).
2.	*Click* the **Perform Screener Role** link. The Property Screener Home Page appears (Graphic 2.1.11).
3.	*Click* the **Home** link to return to the PLCO Home Page at any time.

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
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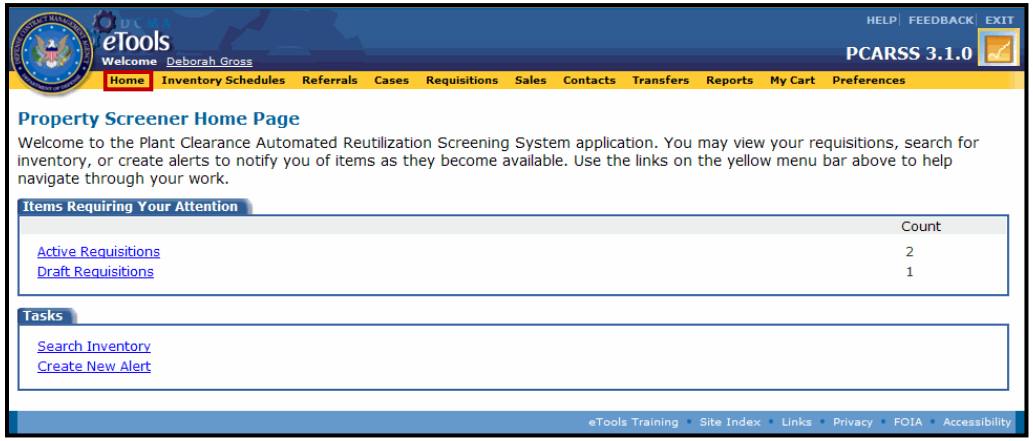
search inventory
Count
Requisitions submitted for your review 2
Sales submitted for your review 1
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.1.10 : Plant Clearance Officer Home Page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.1.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Property Screener Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view your requisitions, search for inventory, or create alerts to notify you of items as they become available. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
Count
Active Requisitions 2
Draft Requisitions 1
Tasks
Search Inventory
Create New Alert
eTools Training Site Index Links Privacy FOIA Accessibility

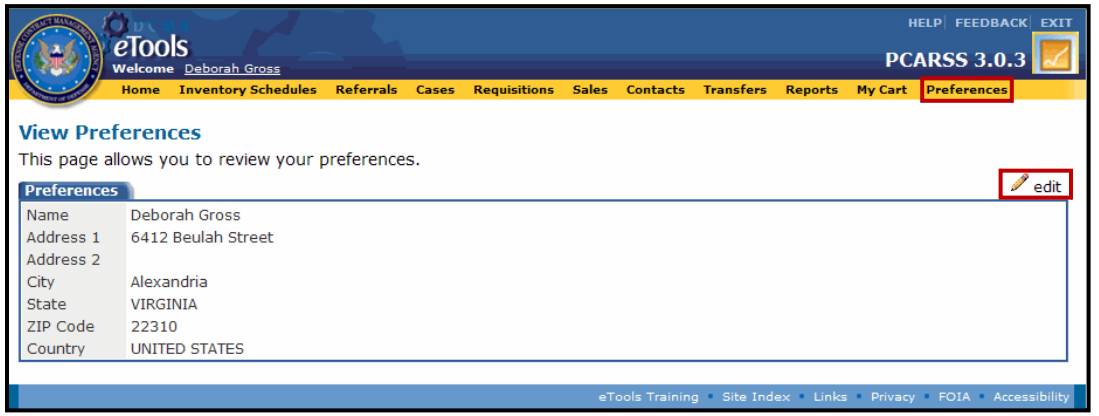
Graphic 2.1.11 : Property Screener Home Page

Topic Six – Viewing and Editing Preferences

Viewing and Editing Preferences

The Preferences page displays your address information that will be used whenever you generate a PDF in the PCARSS application. These PDFs include the DD-1641, Inventory Schedule Report, DD-1637, SF-1424, and the Requisition Report.
Only the PLCO role has the ability to save preferences. Administrators must input address information into the PDFs

Viewing and Editing Preferences (Graphics 2.1.12 – 2.1.13)	
1.	*Click* the **Preferences** link on the menu bar (Graphic 2.1.12). The View Preferences page appears (Graphic 2.1.12).
2.	*Click* the **edit** link. The Edit Preferences page appears (Graphic 2.1.13).
3.	*Click* the **Save** button when you are finished editing your address information. The View Preferences page will appear and display your changes.


HELP | FEEDBACK | EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Preferences
This page allows you to review your preferences.
edit
Preferences
Name Deborah Gross
Address 1 6412 Beulah Street
Address 2
City Alexandria
State VIRGINIA
ZIP Code 22310
Country UNITED STATES
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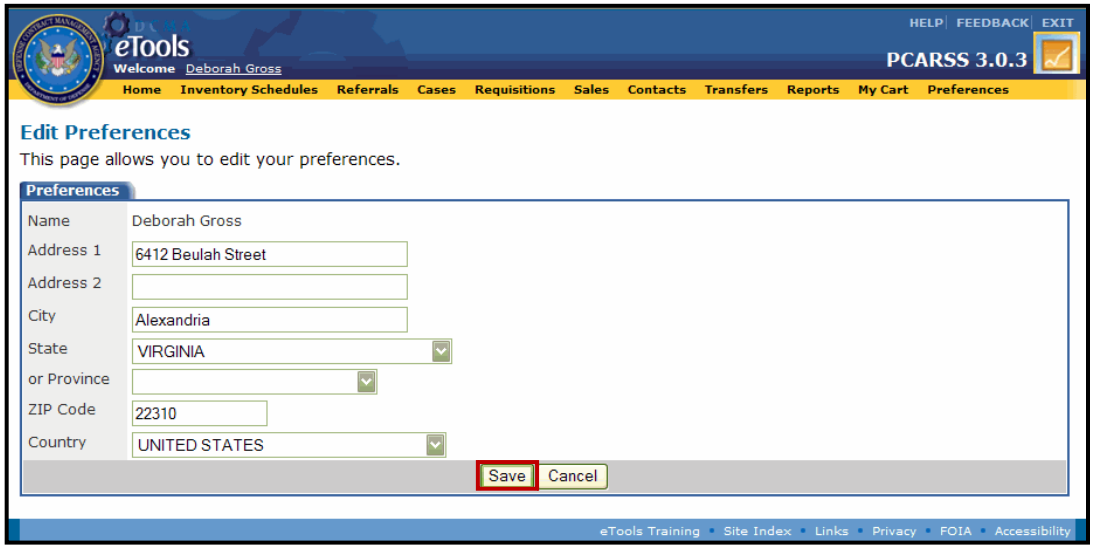
Graphic 2.1.12 : View Preferences page


HELP | FEEDBACK | EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Edit Preferences
This page allows you to edit your preferences.
Preferences
Name Deborah Gross
Address 1 6412 Beulah Street
Address 2
City Alexandria
State VIRGINIA
or Province
ZIP Code 22310
Country UNITED STATES
Save Cancel
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Graphic 2.1.13 : Edit Preferences page

Lesson One – Review

Lesson One covered the following topics:

Topic One	Viewing the PLCO Home Page
Topic Two	Viewing the Administrator Home Page
Topic Three	Searching Inventory
Topic Four	Uploading Flat Files
Topic Five	Performing Screener Tasks
Topic Six	Viewing and Editing Preferences

Lesson Two

Contacts

Lesson Two – Topics

Lesson Two Topics

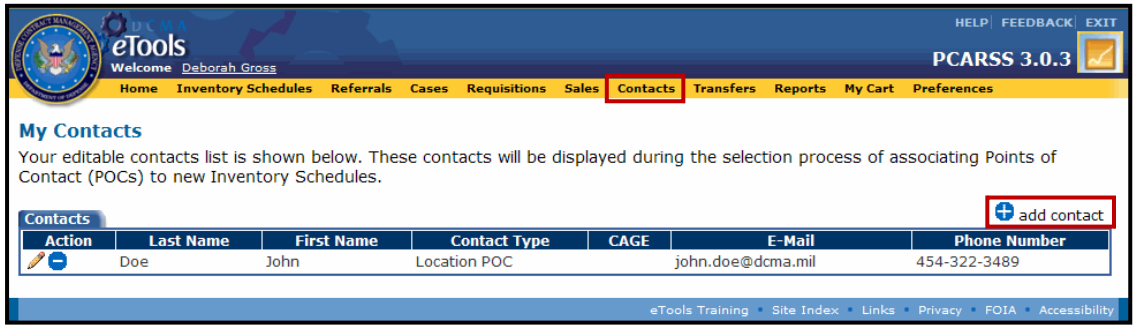
Topic One	Adding a Contact
Topic Two	Editing and Deleting a Contact

Topic One – Adding a Contact

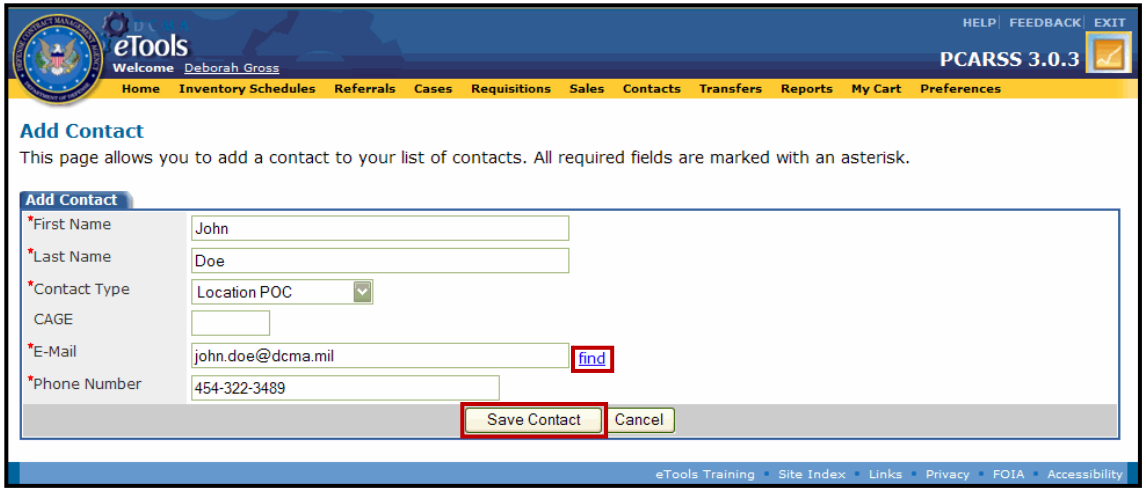
Adding a Contact

Every PLCO, Administrator, and Contractor has their own set of contacts that they can maintain. The contacts listed on the My Contacts page are available to associate with the inventory schedules you create.

Adding a Contact (Graphics 2.2.1 – 2.2.2)	
1.	*Click* the **Contacts** link on the menu bar. The My Contacts page appears (Graphic 2.2.1).
2.	*Click* the **add contact** link. The Add Contact page appears (Graphic 2.2.2).
3.	*Enter* the contact's **E-Mail address**.
4.	*Click* the **find** link. The contact's name, contact type, and phone number are populated if the contact was found in the database.
5.	*Type* **information** in all appropriate fields if the information was not found.
6.	*Click* the **Save Contact** button. The contact is saved in your contacts list.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
My Contacts
Your editable contacts list is shown below. These contacts will be displayed during the selection process of associating Points of Contact (POCs) to new Inventory Schedules.
add contact
Contacts
Action Last Name First Name Contact Type CAGE E-Mail Phone Number
Doe John Location POC john.doe@dcma.mil 454-322-3489
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.2.1 : My Contacts page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Add Contact
This page allows you to add a contact to your list of contacts. All required fields are marked with an asterisk.
Add Contact
*First Name John
*Last Name Doe
*Contact Type Location POC
CAGE
*E-Mail john.doe@dcma.mil find
*Phone Number 454-322-3489
Save Contact Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

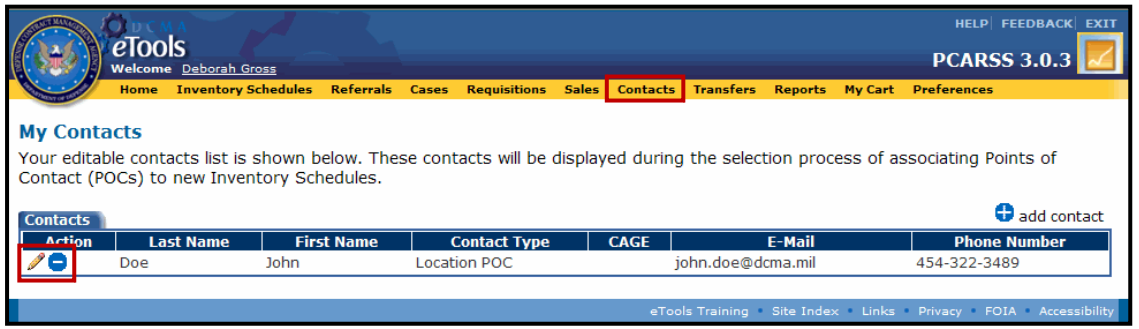
Graphic 2.2.2 : Add Contact page

Topic Two – Editing and Deleting a Contact

Editing and Deleting a Contact

You can create new contacts to add to your contacts list on the My Contacts page, as well as edit the information for the contacts already on your list. The icon allows you to edit a contact and the icon deletes a contact.

Editing and Deleting Contact (Graphics 2.2.3 – 2.2.4)	
1.	*Click* the **Contacts** link on the menu bar. The My Contacts page appears (Graphic 2.2.3).
2.	*Click* the icon to the left of the contact. The Edit Contacts page appears (Graphic 2.2.4).
3.	*Edit* **appropriate fields**.
4.	*Click* the **Save Contact** button. The changes made are reflected in the contacts list.


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
My Contacts
Your editable contacts list is shown below. These contacts will be displayed during the selection process of associating Points of Contact (POCs) to new Inventory Schedules.
Contacts
add contact
Action Last Name First Name Contact Type CAGE E-Mail Phone Number
Doe John Location POC john.doe@dcma.mil 454-322-3489
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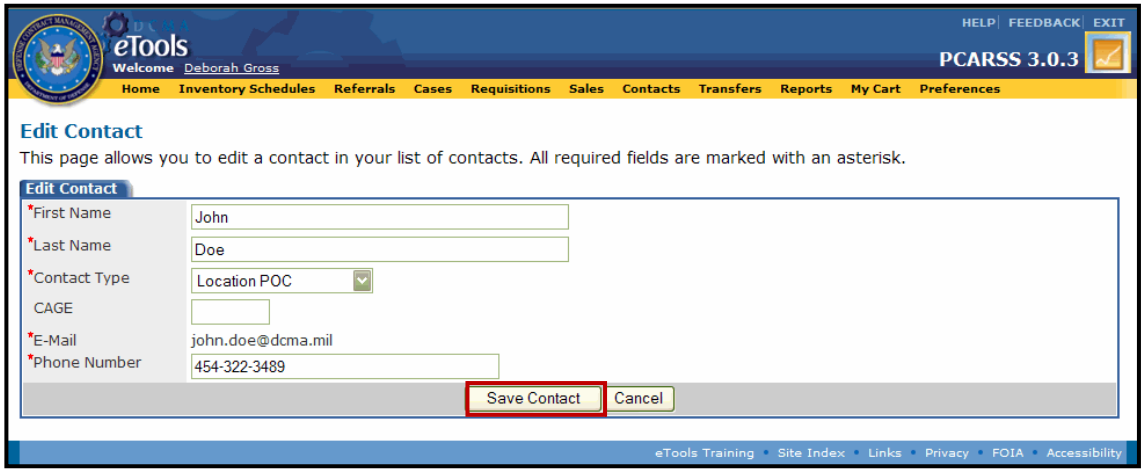
Graphic 2.2.3 : My Contacts page


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Edit Contact
This page allows you to edit a contact in your list of contacts. All required fields are marked with an asterisk.
Edit Contact
*First Name John
*Last Name Doe
*Contact Type Location POC
CAGE
*E-Mail john.doe@dcma.mil
*Phone Number 454-322-3489
Save Contact Cancel
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Graphic 2.2.4 : Edit Contact page

Lesson Two – Review

Lesson Two covered the following topics:

Topic One	Adding a Contact
Topic Two	Editing and Deleting a Contact

Lesson Three

Inventory Schedules

Lesson Three – Topics

Lesson Three Topics

Topic One	Managing the Inventory Schedules Workload
Topic Two	Creating an Inventory Schedule
Topic Three	Copying an Existing Inventory Schedule
Topic Four	Submitting a Draft Inventory Schedule
Topic Five	Deleting an Inventory Schedule
Topic Six	Deleting a Line Item
Topic Seven	Searching for an Inventory Schedule
Topic Eight	Viewing Inventory Schedule History
Topic Nine	Editing an Inventory Schedule
Topic Ten	Editing a Line Item
Topic Eleven	Accepting an Inventory Schedule
Topic Twelve	Unaccepting an Inventory Schedule

Lesson Three – Topics

Lesson Three Topics

Topic Thirteen	Rejecting an Inventory Schedule
Topic Fourteen	Applying the Screener Rule
Topic Fifteen	Reviewing Submitted Withdrawal Requests
Topic Sixteen	Resubmitting an Inventory Schedule
Topic Seventeen	Viewing Disposition Instructions and Shipping Items

Topic One – Managing the Inventory Schedules Workload

Managing the Inventory Schedules Workload

PLCOs and Administrators may view the Inventory Schedules Workload by clicking the **Inventory Schedules** link on the menu bar. The Inventory Schedules Workload has three tabs: Active, Draft, and Inactive. The Active tab appears by default. A submitted inventory schedule becomes overdue after 10 calendar days if it has not been accepted or rejected. When an inventory schedule is overdue, the word, Overdue, will appear with the status. A rejected inventory schedule remains under the Active tab for 60 days after rejection, then it goes to the Inactive tab.

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedules Workload
Inventory Schedules that you have submitted and Inventory Schedules submitted for your review are shown below. To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No.
Case No. S0544A
Active Draft Inactive
search schedules add inventory upload flat file filter
Action Schedule Reference Number Case Number Case Established Date Status
59211-0906-0001 S0544A-0039 Case Assigned
59211-1-22-333-4444 S0544A-0029 09 Jun 2009 Disposition - Action Pending
1 - 2 of 2 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.3.1 : Inventory Schedules Workload page, Active tab

Managing the Inventory Schedules Workload (Graphic 2.3.1)	
1.	*Select* the **Active tab**. Displays inventory schedules in Submitted, Accepted, Rejected, Case Assigned, Disposition-Action Pending, and Disposition-Action Complete statuses (Graphic 2.3.1).
2.	*Select* the **Draft tab**. Displays inventory schedules in Draft status.
3.	*Select* the **Inactive tab**. Displays inventory schedules in Withdrawn, Closed, and Rejected statuses.

To search for an inventory schedule within the workload, *type* the schedule number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the inventory schedules that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Schedule No. and Case No. boxes and click the **filter** link.

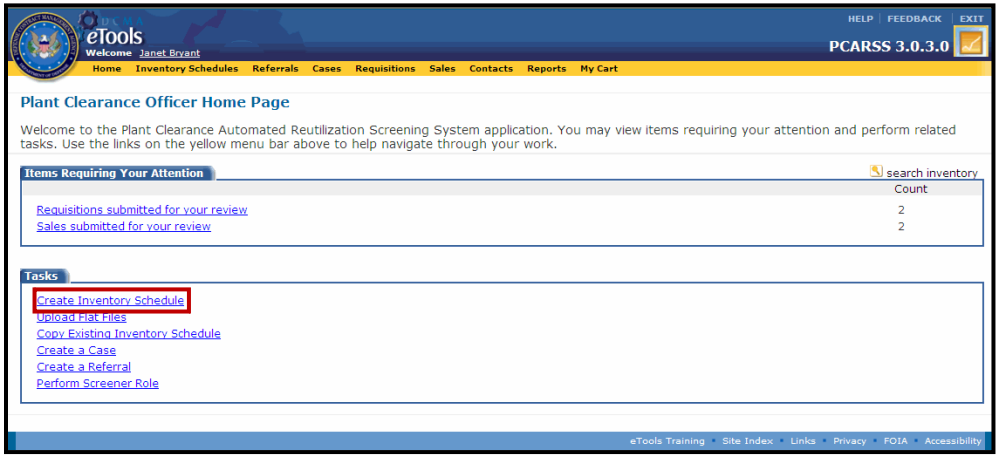
The workload tabs now display all of your inventory schedules.

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Entering the Schedule Reference Number

A PLCO or Administrator may create an inventory schedule on behalf of a contractor by clicking either the **Create Inventory Schedule** link in the Home Page or the **add inventory** link on the Inventory Schedules Workload page.

Entering the Schedule Reference Number (Graphics 2.3.2 – 2.4.3)	
1.	*Start* from the **Home Page** (Graphic 2.3.2).
2.	*Click* the **Create Inventory Schedule** link. The Add New Inventory Schedule page appears (Graphic 2.3.3).
3.	*Type* the **Prime CAGE**.
4.	*Type* the **Reference Number**. **Note**: This number can be in any format up to 20 characters in length. Remember that the reference number you enter must be unique to the prime CAGE.
5.	*Click* the **Save** button. You have just created the schedule reference number. The schedule reference number will have the format CAGE-Reference Number (e.g., 55820-12345678).
Steps for entering contract data are continued on the next slide.	


eTools
Welcome Janet Bryant
HELP FEEDBACK EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Reports My Cart
Plant Clearance Officer Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
search inventory
Count
Requisitions submitted for your review 2
Sales submitted for your review 2
Tasks
Create Inventory Schedule
Upload Flat Files
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
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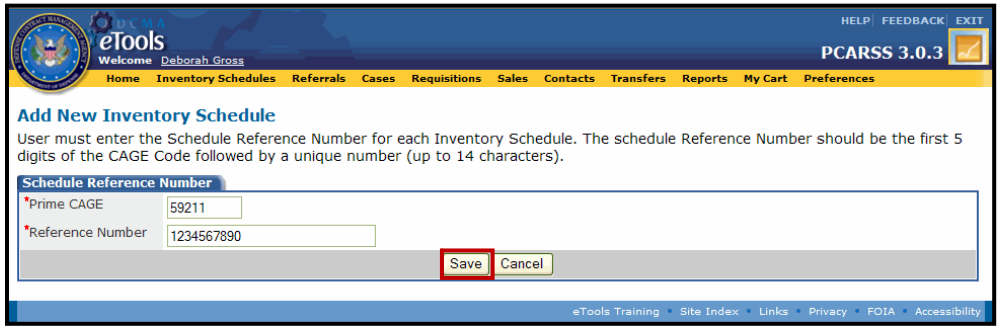
Graphic 2.3.2 : Plant Clearance Officer Home Page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Add New Inventory Schedule
User must enter the Schedule Reference Number for each Inventory Schedule. The schedule Reference Number should be the first 5 digits of the CAGE Code followed by a unique number (up to 14 characters).
Schedule Reference Number
*Prime CAGE 59211
*Reference Number 1234567890
Save Cancel
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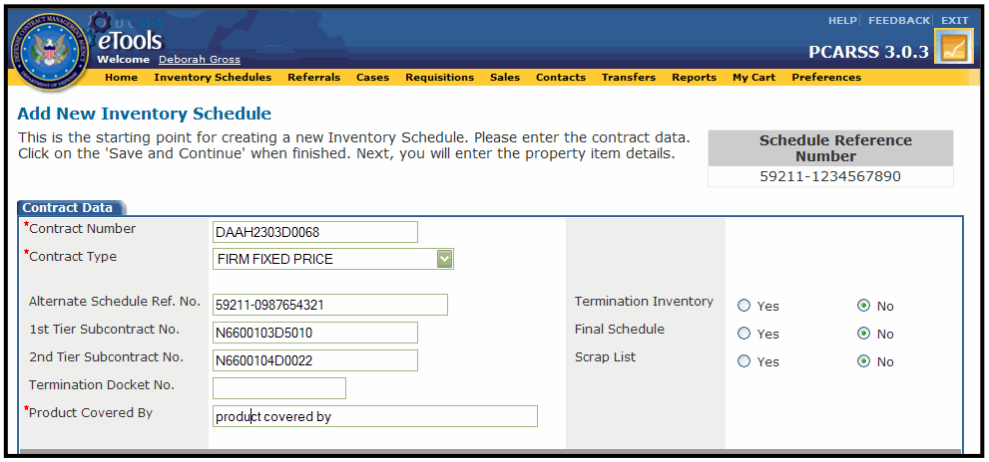
Graphic 2.3.3 : Add New Inventory Schedule page

Topic Two – Creating an Inventory Schedule

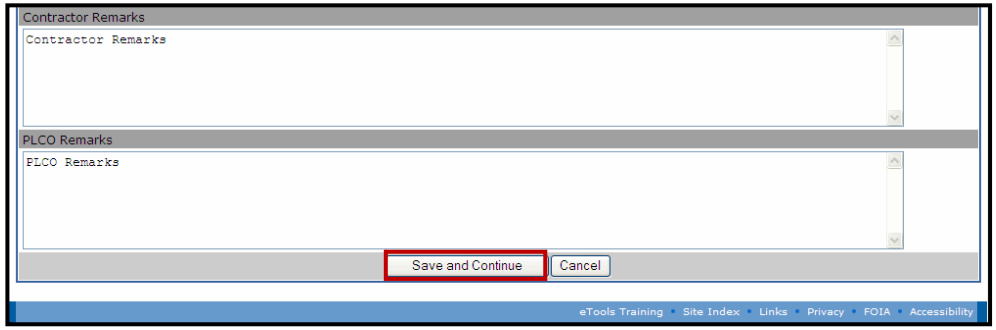
Creating an Inventory Schedule – Entering Contract Data

The Add New Inventory Schedule page (Graphic 2.3.4) appears after you have finished creating the schedule reference number and allows you to type the basic contract information regarding the inventory schedule. The Add New Inventory Schedule page contains six sections: Contract Data, Prime Contractor Details, 1st-Tier Details, 2nd-Tier Details, Property Location Details, and Remarks. The Contract Data section is displayed at the top of the page.

Entering Contract Data (Graphics 2.3.4 – 2.3.5)	
1.	*Type* **information** in appropriate **fields**. Fields marked with an asterisk are required. **Note**: Some of the fields have an icon next to them. Selecting the icon will populate adjacent field(s).
2.	*Click* the **Save and Continue** button. The Property Item Details page appears.
Steps for adding line items are continued on the next slide.	



Graphic 2.3.4 : Add New Inventory Schedule page (top)



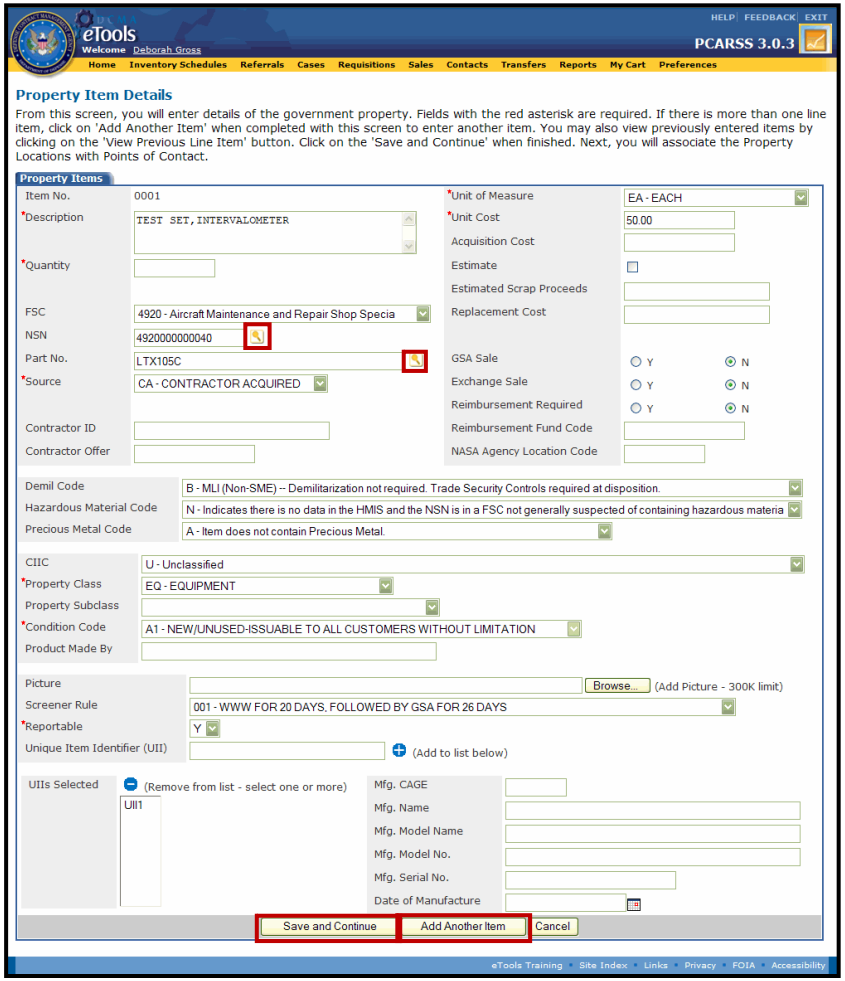
Graphic 2.3.5 : Add New Inventory Schedule page (bottom)

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Adding Line Items

The Property Item Details (Graphic 2.4.6) page allows you to type the details regarding each line item in the new inventory schedule.
The item number is automatically generated for the item being created. You are not able to change this number.

Adding Line Items (Graphic 2.3.6)	
1.	*Click* the icon to look up item information using the WebFLIS service, or *enter* an **NSN** in the NSN box or a **part number** in the Part Number box and *click* the icon. **Note**: See the next slide for information on looking up the NSN or Part Number.
2.	*Type* **information** in appropriate fields. Fields marked with an asterisk are required.
3.	*Click* the **Save and Continue** button to continue to the POCs page, or *Click* the **Add Another Item** button to add another item to the inventory schedule. Note: Do not click Save and Continue if you plan to add another item.
Steps for using the NSN/Part Number Lookup and Selection tool are continued on the next slide.	


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Property Item Details
From this screen, you will enter details of the government property. Fields with the red asterisk are required. If there is more than one line item, click on 'Add Another Item' when completed with this screen to enter another item. You may also view previously entered items by clicking on the 'View Previous Line Item' button. Click on the 'Save and Continue' when finished. Next, you will associate the Property Locations with Points of Contact.
Property Items
Item No. 0001
*Description TEST SET, INTERVALOMETER
*Quantity
FSC 4920 - Aircraft Maintenance and Repair Shop Specia
NSN 4920000000040
Part No. LTX105C
*Source CA - CONTRACTOR ACQUIRED
Contractor ID
Contractor Offer
*Unit of Measure EA - EACH
*Unit Cost 50.00
Acquisition Cost
Estimate
Estimated Scrap Proceeds
Replacement Cost
GSA Sale
Exchange Sale
Reimbursement Required
Reimbursement Fund Code
NASA Agency Location Code
Demil Code B - MLI (Non-SME) -- Demilitarization not required. Trade Security Controls required at disposition.
Hazardous Material Code N - Indicates there is no data in the HMIS and the NSN is in a FSC not generally suspected of containing hazardous materia
Precious Metal Code A - Item does not contain Precious Metal.
CIIC U - Unclassified
*Property Class EQ - EQUIPMENT
Property Subclass
*Condition Code A1 - NEW/UNUSED-ISSUABLE TO ALL CUSTOMERS WITHOUT LIMITATION
Product Made By
Picture Browse... (Add Picture - 300K limit)
Screener Rule 001 - WWW FOR 20 DAYS, FOLLOWED BY GSA FOR 26 DAYS
*Reportable Y
Unique Item Identifier (UII) (Add to list below)
UIIs Selected (Remove from list - select one or more)
UII1
Mfg. CAGE
Mfg. Name
Mfg. Model Name
Mfg. Model No.
Mfg. Serial No.
Date of Manufacture
Save and Continue
Add Another Item
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

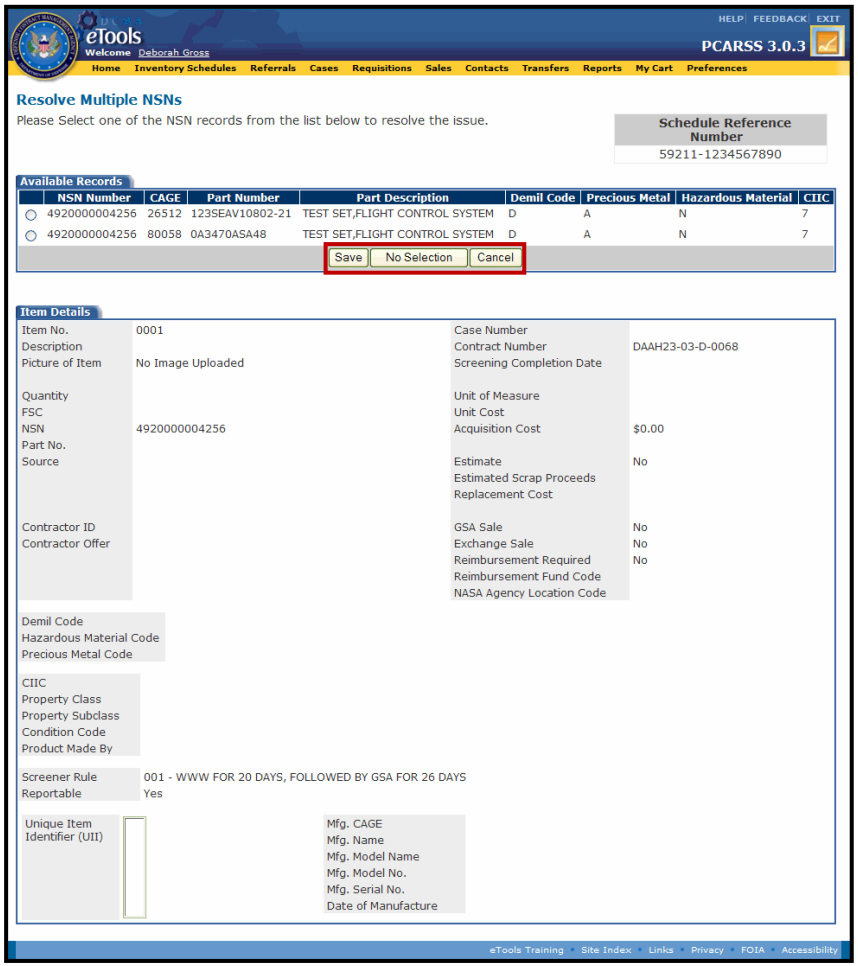
Graphic 2.3.6 : Property Item Details page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Using the NSN/Part Number Lookup

When you type the NSN on the Property Item Details page, you must click the icon. PCARSS will search for the NSN in WebFLIS. If WebFLIS finds a match, it populates the Part Number, Demil Code, Precious Metal Code, Hazardous Material Code and CIIC in their corresponding fields. The part number is populated only when the field is blank. If PCARSS finds more than one match for the NSN you entered, you will be asked to resolve the conflict. The Resolve Multiple NSNs page appears (Graphic 2.3.7).

Using the NSN/Part Number Lookup (Graphics 2.3.7 – 2.3.9)
To select one of the items on the list, click the radio button next to the appropriate item and click the Save button.
To confirm that none of these items match the NSN you entered, click the No Selection button. You will not be prompted again to resolve the conflict if you choose No Selection.
To skip making a selection at this time, click the Cancel button.
Steps for using the NSN/Part Number Lookup and Selection tool are continued on the next slide.

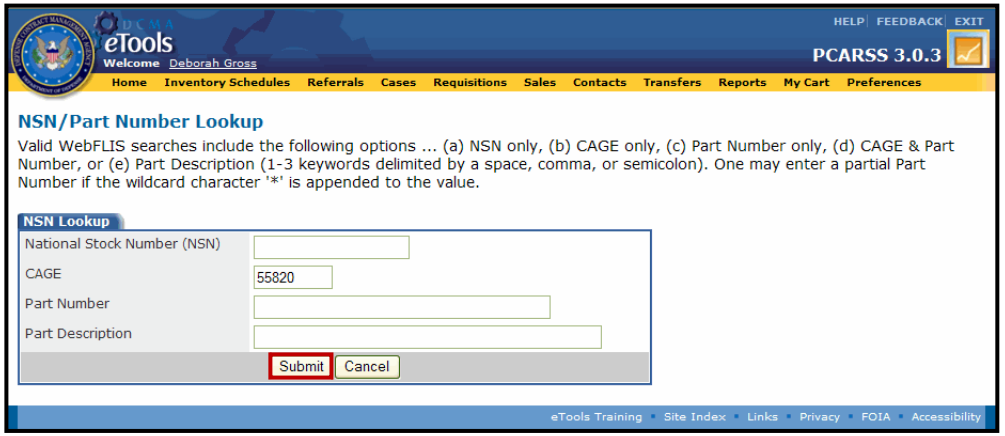


Graphic 2.3.7 : Resolve Multiple NSNs page

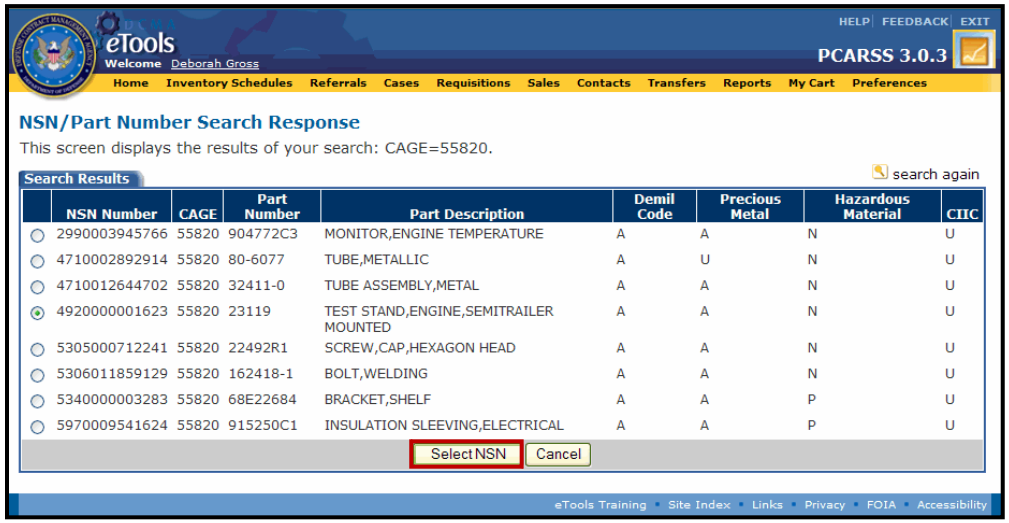
Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Using the NSN/Part Number Lookup – Continued

Using the NSN/Part Number Lookup (Graphics 2.3.7 – 2.3.9)	
1.	*Click* the icon next to either the NSN or Part Number fields on the Property Item Details page, leaving the fields blank. The NSN/Part Number Lookup page appears (Graphic 2.3.8).
2.	*Type* **information** in the fields. **Note**: Part number searches must contain at least 3 alphanumeric characters, including the * wild card entry. A CAGE is also required when performing a part number search. Part description searches may not contain more than 3 keywords.
3.	*Click* the **Submit** button on the NSN/Part Number Lookup page. The NSN/Part Number Search Response page appears and displays a maximum of 200 results (Graphic 2.3.9).
4.	*Select* an **item**.
5.	*Click* the **Select NSN** button. The Property Item Details page reappears. The NSN, Part Number, Demil Code, Precious Metal Code, Hazardous Material Code, and CIIC are populated in their corresponding fields.
Steps for adding POCs are continued on the next slide.	


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
NSN/Part Number Lookup
Valid WebFLIS searches include the following options ... (a) NSN only, (b) CAGE only, (c) Part Number only, (d) CAGE & Part Number, or (e) Part Description (1-3 keywords delimited by a space, comma, or semicolon). One may enter a partial Part Number if the wildcard character '*' is appended to the value.
NSN Lookup
National Stock Number (NSN)
CAGE
55820
Part Number
Part Description
Submit
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.3.8 : NSN/Part Number Lookup page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
NSN/Part Number Search Response
This screen displays the results of your search: CAGE=55820.
Search Results
search again
NSN Number CAGE Part Number Part Description Demil Code Precious Metal Hazardous Material CIIC
2990003945766 55820 904772C3 MONITOR,ENGINE TEMPERATURE A A N U
4710002892914 55820 80-6077 TUBE,METALLIC A U N U
4710012644702 55820 32411-0 TUBE ASSEMBLY,METAL A A N U
4920000001623 55820 23119 TEST STAND,ENGINE,SEMITRAILER MOUNTED A A N U
5305000712241 55820 22492R1 SCREW,CAP,HEXAGON HEAD A A N U
5306011859129 55820 162418-1 BOLT,WELDING A A N U
5340000003283 55820 68E22684 BRACKET,SHELF A A P U
5970009541624 55820 915250C1 INSULATION SLEEVING,ELECTRICAL A A P U
Select NSN
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

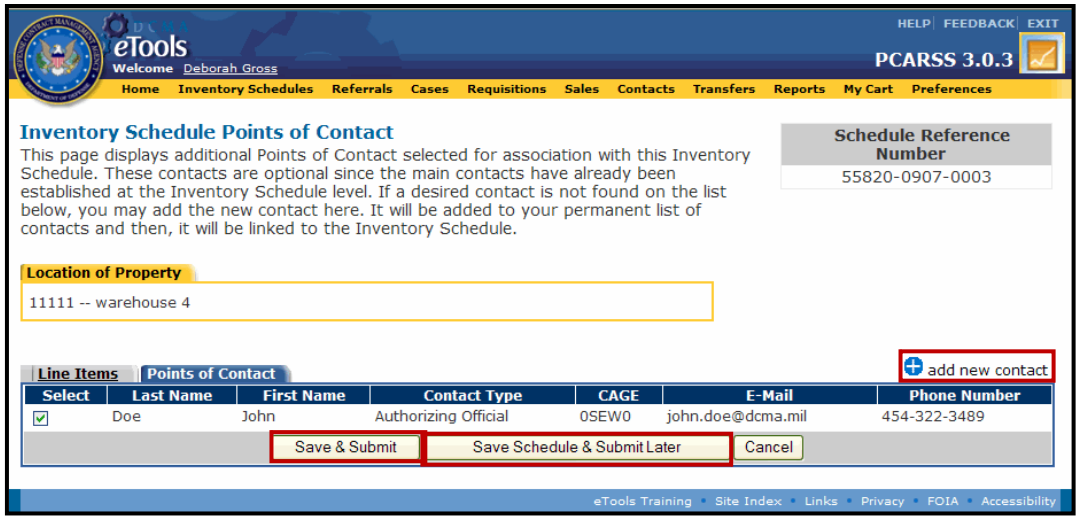
Graphic 2.3.9 : NSN/Part Number Search Response page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Selecting Points of Contact

You may select POCs to associate with your inventory schedule. All of your contacts are displayed under the Points of Contact tab (Graphic 2.3.10) and are available to associate with the inventory schedule.

Selecting Points of Contact (Graphic 2.3.10)	
1.	*Check* the **boxes** next to the contacts you wish to associate. **Note**: This step is optional. You do not have to select any contacts.
2.	*Click* the **Save &Submit** button to submit the inventory schedule, or *Click* the **Save Schedule & Submit Later** button if you wish to save the inventory schedule as a draft.
Steps for routing the inventory schedule are continued on the next slide.	


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedule Points of Contact
This page displays additional Points of Contact selected for association with this Inventory Schedule. These contacts are optional since the main contacts have already been established at the Inventory Schedule level. If a desired contact is not found on the list below, you may add the new contact here. It will be added to your permanent list of contacts and then, it will be linked to the Inventory Schedule.
Schedule Reference Number
55820-0907-0003
Location of Property
11111 -- warehouse 4
Line Items
Points of Contact
add new contact
Select
Last Name
First Name
Contact Type
CAGE
E-Mail
Phone Number
Doe
John
Authorizing Official
0SEW0
john.doe@dcma.mil
454-322-3489
Save & Submit
Save Schedule & Submit Later
Cancel
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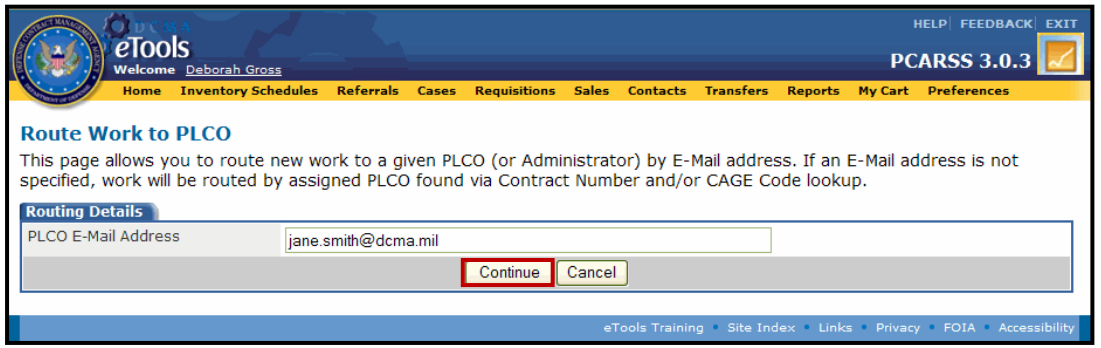
Graphic 2.3.10 : Inventory Schedule Points of Contact page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Routing the Inventory Schedule

When you click the Save & Submit button on the Inventory Schedule Points of Contact page, the Route Work to PLCO page appears (Graphic 2.3.11). The Route Work to PLCO page allows you to route work directly to a PLCO or an Administrator by typing their E-Mail address. For internal DCMA PLCOs, you may leave this field blank and send the inventory schedule to a PLCO based on CAGE cognizance in CMT. Note: Recommend using email address for all routing.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Route Work to PLCO
This page allows you to route new work to a given PLCO (or Administrator) by E-Mail address. If an E-Mail address is not specified, work will be routed by assigned PLCO found via Contract Number and/or CAGE Code lookup.
Routing Details
PLCO E-Mail Address
jane.smith@dcma.mil
Continue
Cancel
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Graphic 2.3.11 : Route Work to PLCO page

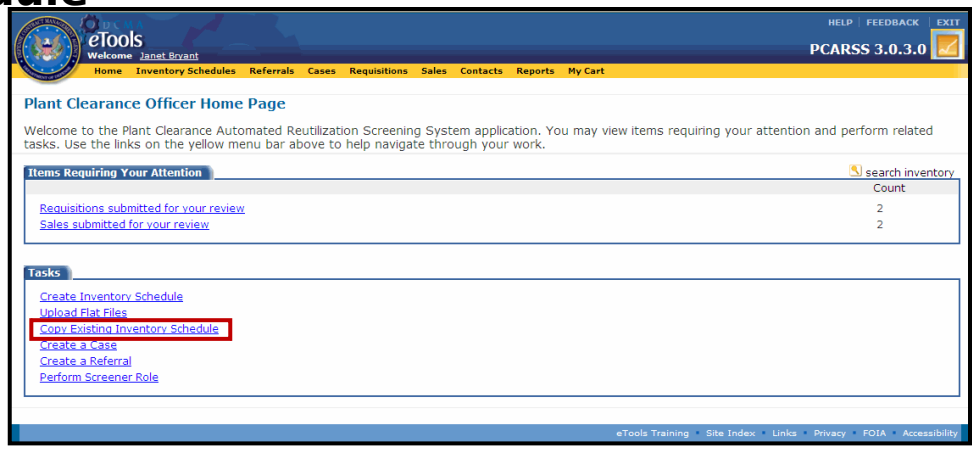
Routing the Inventory Schedule (Graphic 2.3.11)	
1.	*Type* the **E-Mail address** of the PLCO or Administrator to whom you wish to route the inventory schedule, or leave the field blank to route to an internal PLCO using CMT.
2.	*Click* the **Continue** button to submit the inventory schedule. The inventory schedule appears in the Inventory Schedules Workload, under the Active tab with Submitted status.

Topic Three – Copying an Existing Inventory Schedule

Copying an Existing Inventory Schedule

PLCOs, Administrators, and Contractors can copy existing inventory schedules and their line items to create new inventory schedules. Copying an existing inventory schedule will take contract data and the selected line items (with the exception of the UII entries) from an existing inventory schedule to create a new draft inventory schedule.

Copying an Existing Inventory Schedule (Graphics 2.3.12 – 2.3.14)	
1.	*Start* from the **Home Page** (Graphic 2.3.12).
2.	*Click* the **Copy Existing Inventory Schedule** link. The Copy Inventory Schedule page appears (Graphic 2.3.13).
3.	*Click* the **Copy** link next to any inventory schedule under the Active, Draft, or Inactive tabs. The Copy Line Item page appears (Graphic 2.3.14).


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Reports My Cart
Plant Clearance Officer Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
search inventory
Count
Requisitions submitted for your review 2
Sales submitted for your review 2
Tasks
Create Inventory Schedule
Upload Flat Files
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
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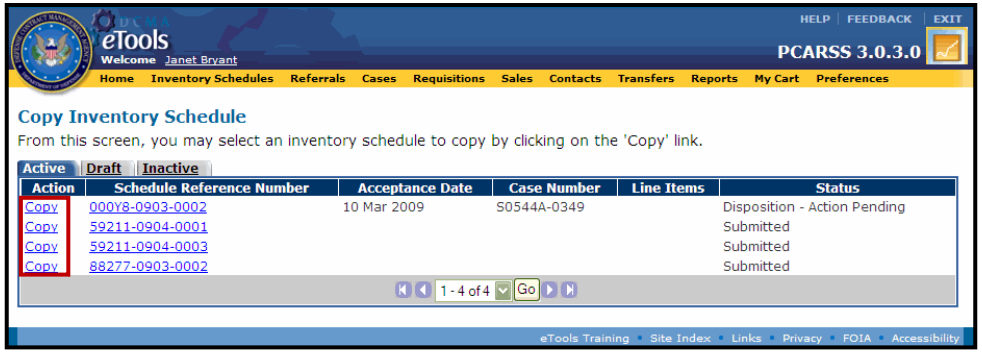
Graphic 2.3.12 : Plant Clearance Officer Home Page

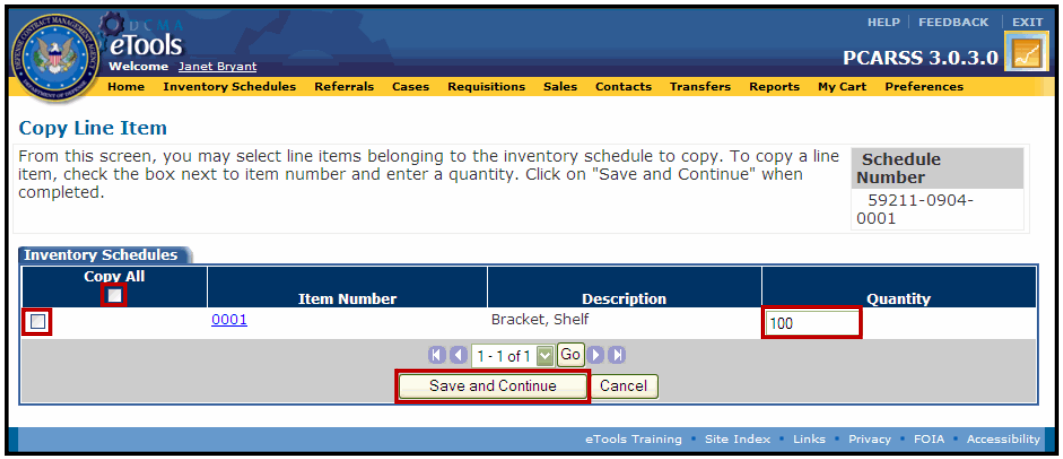

eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Copy Inventory Schedule
From this screen, you may select an inventory schedule to copy by clicking on the 'Copy' link.
Active Draft Inactive
Action | Schedule Reference Number | Acceptance Date | Case Number | Line Items | Status
Copy 000Y8-0903-0002 10 Mar 2009 S0544A-0349 Disposition - Action Pending
Copy 59211-0904-0001 Submitted
Copy 59211-0904-0003 Submitted
Copy 88277-0903-0002 Submitted
1 - 4 of 4 Go
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.3.13 : Copy Inventory Schedule page

Topic Three – Copying an Existing Inventory Schedule

Copying an Existing Inventory Schedule – Continued

Copying an Existing Inventory Schedule (Graphics 2.3.12 – 2.3.14)	
4.	*Check* the **boxes** next to the items you would like to copy. You may copy all, some, or none of the items. To copy all the items, click the Select All checkbox.
5.	*Type* the **quantity** you wish to have of each item you are copying.
6.	*Click* the **Save and Continue** button. The View Inventory Schedule page appears. If you navigate away from this page, you may find the inventory schedule under the Draft tab of the Inventory Schedules Workload.
7.	*Remember* that PCARSS does not copy UIIs from the original line items when using the copy function.


HELP | FEEDBACK | EXIT
eTools
Welcome Janet Bryant
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Copy Line Item
From this screen, you may select line items belonging to the inventory schedule to copy. To copy a line item, check the box next to item number and enter a quantity. Click on "Save and Continue" when completed.
Schedule Number
59211-0904-0001
Inventory Schedules
Copy All
Item Number
Description
Quantity
0001
Bracket, Shelf
100
1 - 1 of 1
Go
Save and Continue
Cancel
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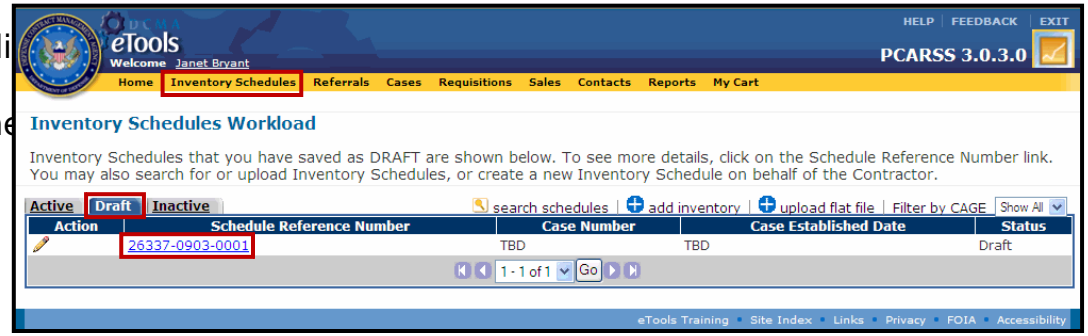
Graphic 2.3.14 : Copy Line Item

Topic Four – Submitting a Draft Inventory Schedule

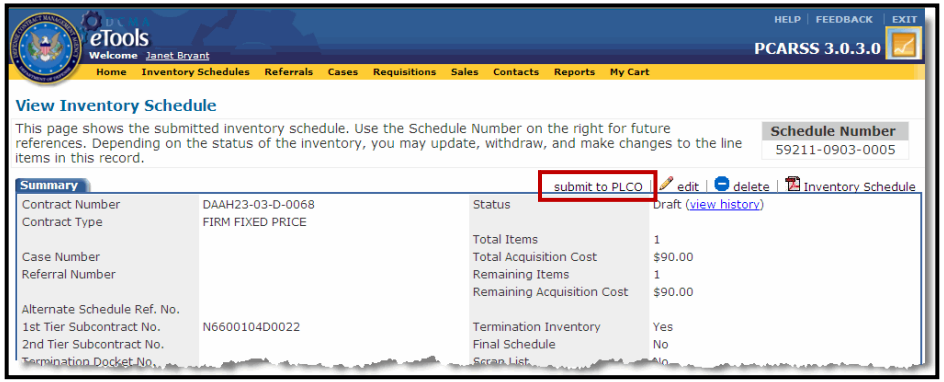
Submitting a Draft Inventory Schedule

An inventory schedule with Draft status has been created but not yet submitted. You can edi inventory schedule and line item details on a draft inventory schedule, as well as add new line items and POCs.

Submitting a Draft Inventory Schedule (Graphics 2.3.15 – 2.3.16)	
1.	*Click* the **Inventory Schedules** link on the menu bar.
2.	*Select* the **Draft tab** (Graphic 2.3.15).
3.	*Select* the **inventory schedule** you wish to submit. The View Inventory Schedule page appears (Graphic 2.3.16).
4.	*Click* the **submit to PLCO** link. The Route to PLCO page appears.
5.	*Type* the **E-Mail address** of the PLCO to whom you wish to route the inventory schedule. You may leave this field blank or send the inventory schedule to an internal PLCO based on CAGE cognizance in the CMT.
6.	*Click* the **Continue** button.


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home | Inventory Schedules | Referrals | Cases | Requisitions | Sales | Contacts | Reports | My Cart
Inventory Schedules Workload
Inventory Schedules that you have saved as DRAFT are shown below. To see more details, click on the Schedule Reference Number link.
You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Active | Draft | Inactive
search schedules | add inventory | upload flat file | Filter by CAGE | Show All
Action | Schedule Reference Number | Case Number | Case Established Date | Status
26337-0903-0001 | TBD | TBD | Draft
1 - 1 of 1 | Go
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

Graphic 2.3.15 : Inventory Schedules Workload page, Draft tab


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home | Inventory Schedules | Referrals | Cases | Requisitions | Sales | Contacts | Reports | My Cart
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Number
59211-0903-0005
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIRM FIXED PRICE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No. N6600104D0022
2nd Tier Subcontract No.
Termination Docket No.
Status Draft (view history)
Total Items 1
Total Acquisition Cost $90.00
Remaining Items 1
Remaining Acquisition Cost $90.00
Termination Inventory Yes
Final Schedule No

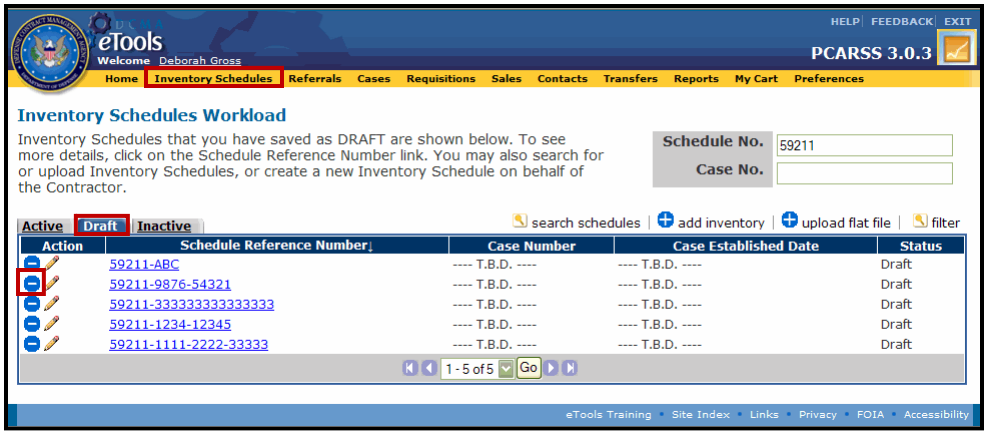
Graphic 2.3.16 : View Inventory Schedule page (top)

Topic Five – Deleting an Inventory Schedule

Deleting an Inventory Schedule

PLCOs and Administrators can delete inventory schedules in Draft or Rejected status. Remember that once you delete an inventory schedule, you will not be able to retrieve it.

Deleting an Inventory Schedule (Graphics 2.3.17 – 2.3.18)	
1.	*Click* the **Inventory Schedules** link on the menu bar.
2.	*Select* the **Draft tab** (Graphic 2.3.17). **Note**: You can use the ⊖ icon to delete the inventory schedule.
3.	*Select* the **inventory schedule** you wish to delete. The View Inventory Schedule page appears (Graphic 2.3.18).
4.	*Click* the **delete** link on the View Inventory Schedule page. A pop-up window appears asking you to confirm the deletion.
5.	Click the **OK** button on the pop-up window. The inventory schedule is deleted and no longer appears in your Inventory Schedules Workload.


eTools
Welcome Deborah Gross
PCARSS 3.0.3
HELP FEEDBACK EXIT
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedules Workload
Inventory Schedules that you have saved as DRAFT are shown below. To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No. 59211
Case No.
Active Draft Inactive
search schedules | add inventory | upload flat file | filter
Action | Schedule Reference Number | Case Number | Case Established Date | Status
59211-ABC ---- T.B.D. ---- ---- T.B.D. ---- Draft
59211-9876-54321 ---- T.B.D. ---- ---- T.B.D. ---- Draft
59211-333333333333333 ---- T.B.D. ---- ---- T.B.D. ---- Draft
59211-1234-12345 ---- T.B.D. ---- ---- T.B.D. ---- Draft
59211-1111-2222-33333 ---- T.B.D. ---- ---- T.B.D. ---- Draft
1 - 5 of 5 Go
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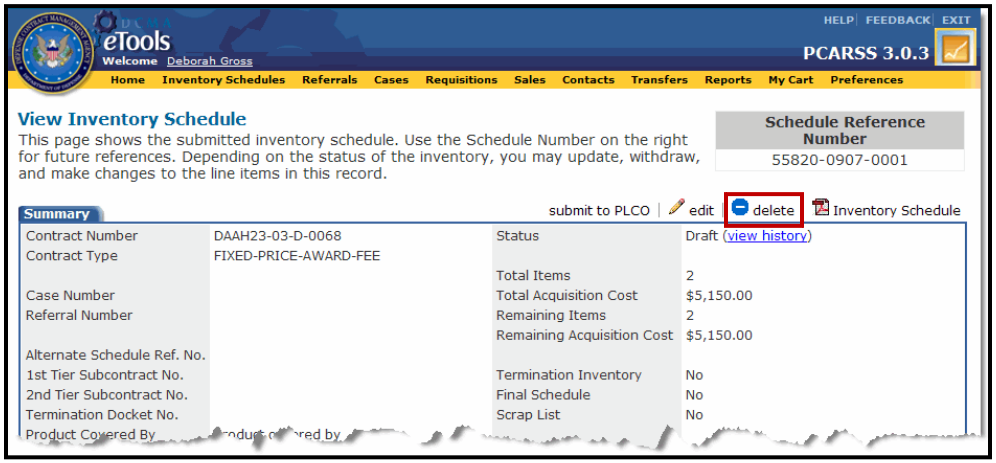
Graphic 2.3.17 : Inventory Schedules Workload page, Draft tab


eTools
Welcome Deborah Gross
PCARSS 3.0.3
HELP FEEDBACK EXIT
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
55820-0907-0001
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIXED-PRICE-AWARD-FEE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No.
2nd Tier Subcontract No.
Termination Docket No.
Product Covered By
Status Draft (view history)
Total Items 2
Total Acquisition Cost $5,150.00
Remaining Items 2
Remaining Acquisition Cost $5,150.00
Termination Inventory No
Final Schedule No
Scrap List No

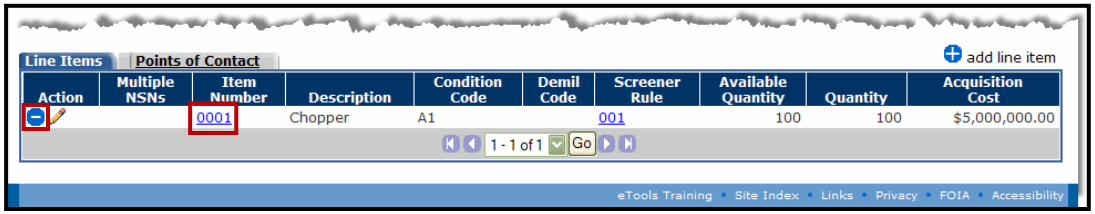
Graphic 2.3.18 : View Inventory Schedule page (top)

Topic Six – Deleting a Line Item

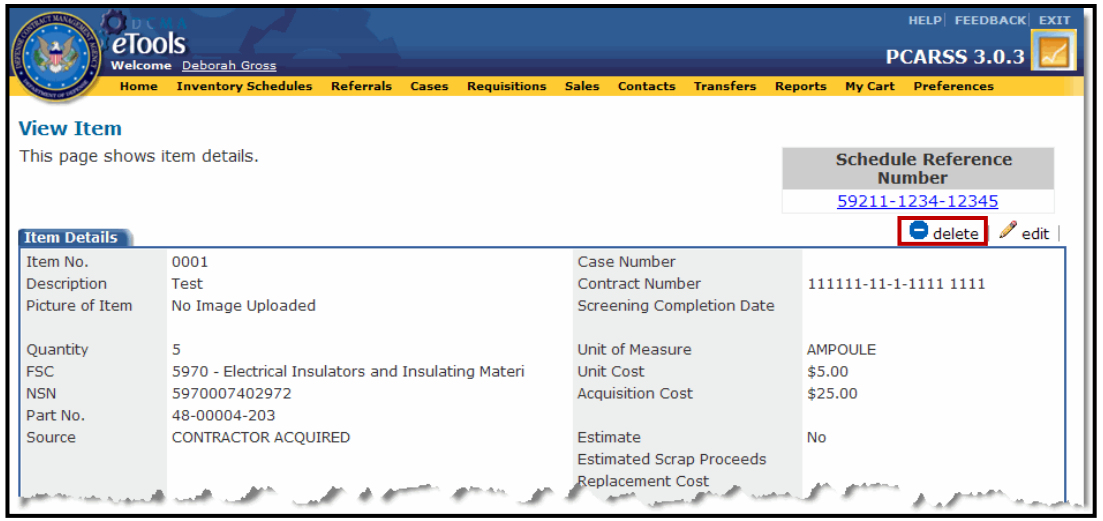
Deleting a Line Item

PLCOs and Administrators can delete line items from inventory schedules in Draft or Rejected status. Remember that once you delete a line item, you will not be able to retrieve it.

Deleting a Line Item (Graphics 2.3.19 – 2.3.20)	
1.	*Start* from the **View Inventory Schedule page**.
2.	*Scroll* down to the **Line Items tab** (Graphic 2.3.19). **Note**: You can use the icon to delete the line item.
3.	*Select* the **line item** you wish to delete. The View Item page appears (Graphic 2.3.20).
4.	*Click* the **delete** link on the View Item page. A pop-up window appears asking you to confirm the deletion.
5.	Click the **OK** button on the pop-up window. The line item is deleted and no longer appears on your inventory schedule.



Graphic 2.3.19 : View Inventory Schedule page, Line Items tab



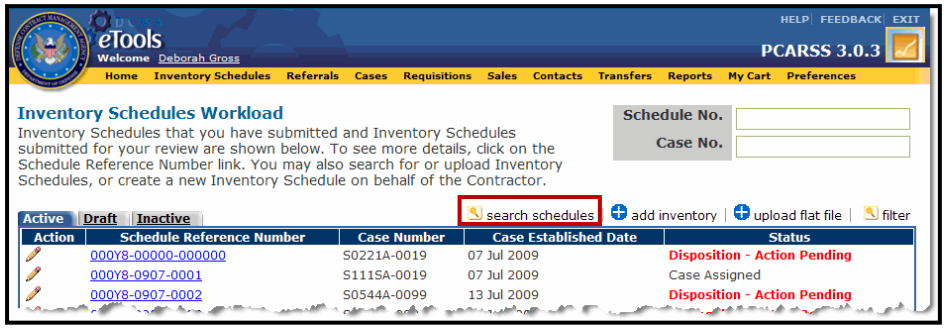
Graphic 2.3.20 : View Item page (top)

Topic Seven – Searching for an Inventory Schedule

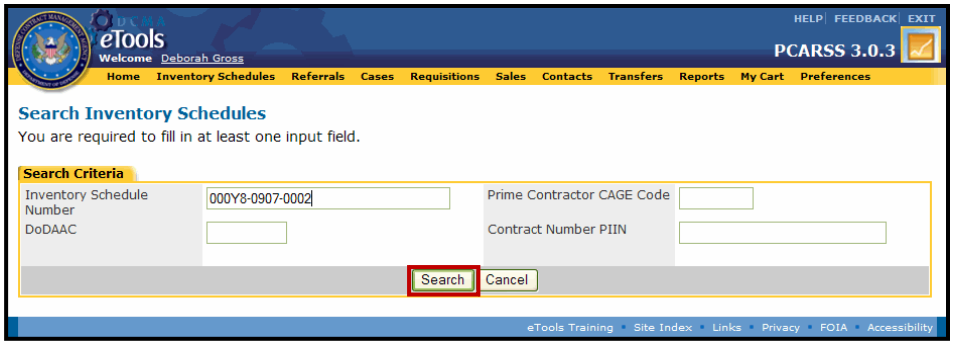
Searching for an Inventory Schedule

PLCOs and Administrators can search for inventory schedules in PCARSS.PLCOs can only search for work that is their own, but Administrators can search for and modify the work of any user.

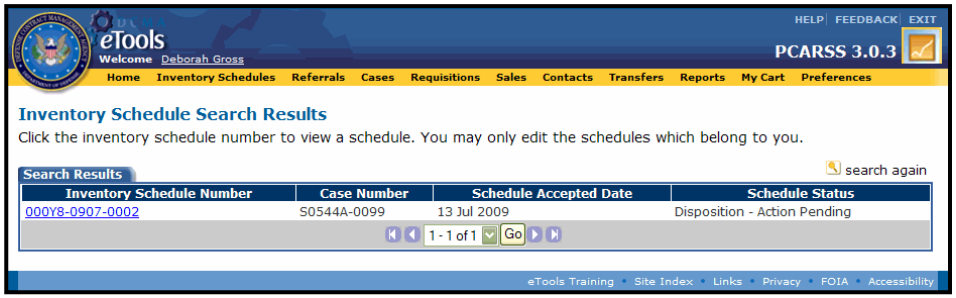
Searching for an Inventory Schedule (Graphics 2.3.21 – 2.3.23)	
1.	*Start* from the **Inventory Schedules Workload page** (Graphic 2.3.21)
2.	*Click* the **search schedules** link. The Search Inventory Schedules page appears (Graphic 2.3.22).
3.	*Type* **search criteria** in at least one of the search fields to find the desired inventory schedule.
4.	*Click* the **Search** button. The Inventory Schedule Search Results page appears (Graphic 2.3.23).
5.	*Select* an **inventory schedule** to view the inventory schedule details and line items associated with the inventory schedule.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedules Workload
Inventory Schedules that you have submitted and Inventory Schedules submitted for your review are shown below. To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No.
Case No.
Active Draft Inactive
search schedules
add inventory
upload flat file
filter
Action
Schedule Reference Number
Case Number
Case Established Date
Status
000Y8-00000-000000 S0221A-0019 07 Jul 2009 Disposition - Action Pending
000Y8-0907-0001 S111SA-0019 07 Jul 2009 Case Assigned
000Y8-0907-0002 S0544A-0099 13 Jul 2009 Disposition - Action Pending

Graphic 2.3.21 : Inventory Schedules Workload page (top)



Graphic 2.3.22 : Search Inventory Schedules page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedule Search Results
Click the inventory schedule number to view a schedule. You may only edit the schedules which belong to you.
search again
Search Results
Inventory Schedule Number
Case Number
Schedule Accepted Date
Schedule Status
000Y8-0907-0002 S0544A-0099 13 Jul 2009 Disposition - Action Pending
1 - 1 of 1 Go
eTools Training Site Index Links Privacy FOIA Accessibility

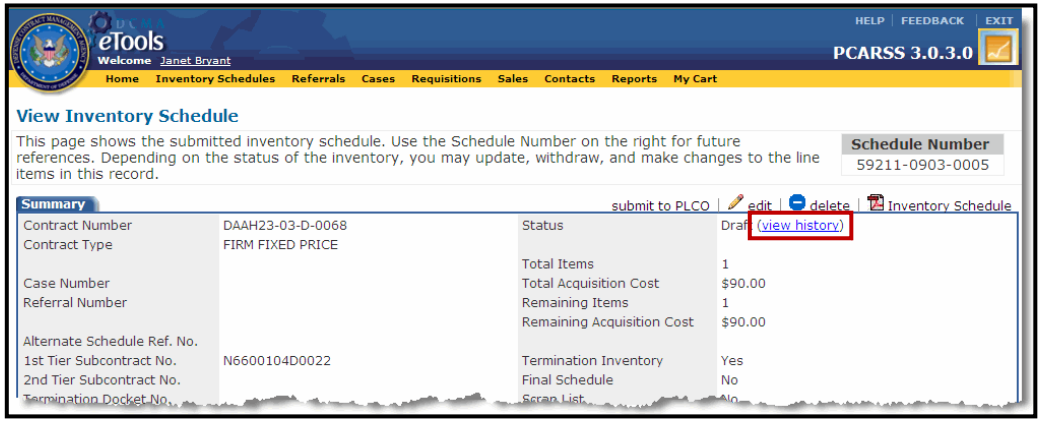
Graphic 2.3.23 : Inventory Schedule Search Results page

Topic Eight – Viewing Inventory Schedule History

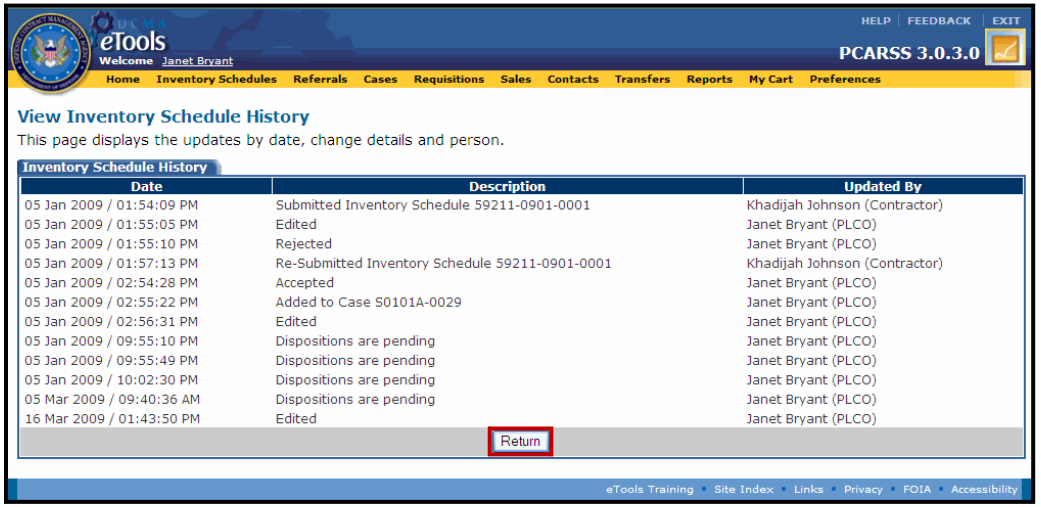
Viewing Inventory Schedule History

PLCOs and Administrators may view the history for any inventory schedule. Information regarding any change made to the inventory schedule appears on the View Inventory Schedule History page.

Viewing Inventory Schedule History (Graphics 2.3.24 – 2.3.25)	
1.	*Start* from the **Inventory Schedules Workload page**.
2.	*Select* an **inventory schedule**. The View Inventory Schedule page appears (Graphic 2.3.24).
3.	*Click* the **view history** link to view the inventory schedule's history. The View Inventory Schedule History page appears (Graphic 2.3.25).
4.	*Click* the **Return** button on the View Inventory Schedule History page to return to the View Inventory Schedule page.


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Reports My Cart
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Number
59211-0903-0005
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIRM FIXED PRICE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No. N6600104D0022
2nd Tier Subcontract No.
Termination Docket No.
Status Draft (view history)
Total Items 1
Total Acquisition Cost $90.00
Remaining Items 1
Remaining Acquisition Cost $90.00
Termination Inventory Yes
Final Schedule No
Scrap List No

Graphic 2.3.24 : View Inventory Schedule page (top)


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule History
This page displays the updates by date, change details and person.
Inventory Schedule History
Date | Description | Updated By
05 Jan 2009 / 01:54:09 PM | Submitted Inventory Schedule 59211-0901-0001 | Khadijah Johnson (Contractor)
05 Jan 2009 / 01:55:05 PM | Edited | Janet Bryant (PLCO)
05 Jan 2009 / 01:55:10 PM | Rejected | Janet Bryant (PLCO)
05 Jan 2009 / 01:57:13 PM | Re-Submitted Inventory Schedule 59211-0901-0001 | Khadijah Johnson (Contractor)
05 Jan 2009 / 02:54:28 PM | Accepted | Janet Bryant (PLCO)
05 Jan 2009 / 02:55:22 PM | Added to Case S0101A-0029 | Janet Bryant (PLCO)
05 Jan 2009 / 02:56:31 PM | Edited | Janet Bryant (PLCO)
05 Jan 2009 / 09:55:10 PM | Dispositions are pending | Janet Bryant (PLCO)
05 Jan 2009 / 09:55:49 PM | Dispositions are pending | Janet Bryant (PLCO)
05 Jan 2009 / 10:02:30 PM | Dispositions are pending | Janet Bryant (PLCO)
05 Mar 2009 / 09:40:36 AM | Dispositions are pending | Janet Bryant (PLCO)
16 Mar 2009 / 01:43:50 PM | Edited | Janet Bryant (PLCO)
Return
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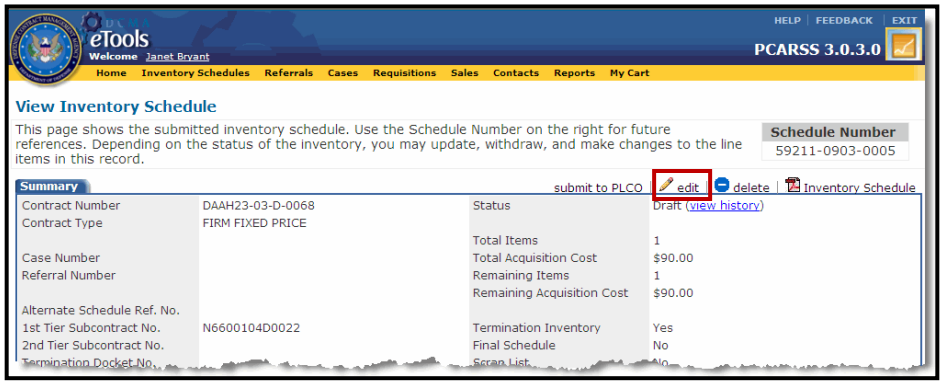
Graphic 2.3.25 : View Inventory Schedule History page

Topic Nine – Editing an Inventory Schedule

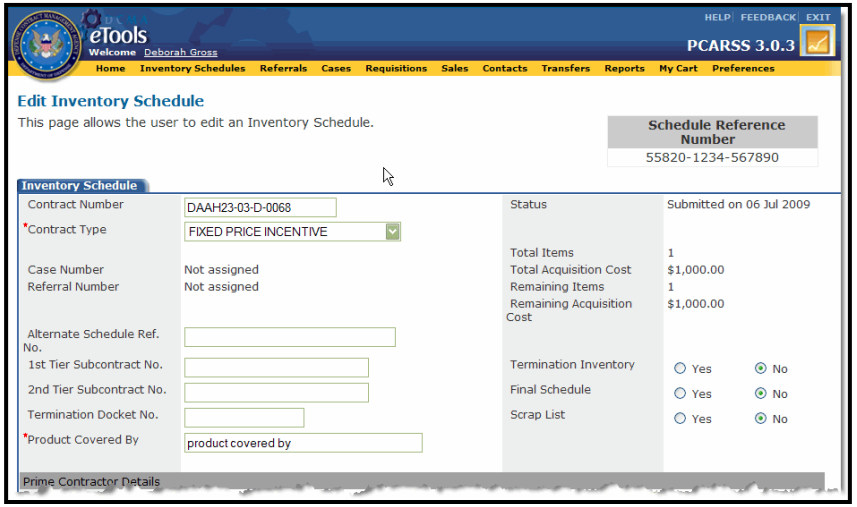
Editing an Inventory Schedule

PLCOs can edit inventory schedules as long as the inventory schedule is NOT in Disposition - Action Complete or Closed statuses. Administrators can edit any inventory schedule in PCARSS except for those in Disposition – Action Complete or Closed statuses.

Editing an Inventory Schedule (Graphics 2.3.26 – 2.3.27)	
1.	*Start* from the **View Inventory Schedule page** (Graphic 2.3.26).
2.	*Click* the **edit** link. The Edit Inventory Schedule page appears (Graphic 2.3.27).
3.	*Edit* the **necessary information**. **Note**: You cannot change the prime contract number at any time. Once the inventory schedule is assigned to a case, you can also no longer edit the contract number, prime CAGE, 1st-tier subcontractor CAGE, 2nd-tier subcontractor CAGE, or location CAGE.
4.	*Click* the **Save** button. The View Inventory Schedule page appears and the changes are saved.


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Reports My Cart
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Number
59211-0903-0005
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIRM FIXED PRICE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No. N6600104D0022
2nd Tier Subcontract No.
Termination Docket No.
Status Draft (view history)
Total Items 1
Total Acquisition Cost $90.00
Remaining Items 1
Remaining Acquisition Cost $90.00
Termination Inventory Yes
Final Schedule No
Scrap List No

Graphic 2.3.26 : View Inventory Schedule page (top)


eTools
Welcome Deborah Gross
HELP | FEEDBACK | EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Edit Inventory Schedule
This page allows the user to edit an Inventory Schedule.
Schedule Reference Number
55820-1234-567890
Inventory Schedule
Contract Number DAAH23-03-D-0068
*Contract Type FIXED PRICE INCENTIVE
Case Number Not assigned
Referral Number Not assigned
Alternate Schedule Ref. No.
1st Tier Subcontract No.
2nd Tier Subcontract No.
Termination Docket No.
*Product Covered By product covered by
Prime Contractor Details
Status Submitted on 06 Jul 2009
Total Items 1
Total Acquisition Cost $1,000.00
Remaining Items 1
Remaining Acquisition Cost $1,000.00
Termination Inventory Yes No
Final Schedule Yes No
Scrap List Yes No

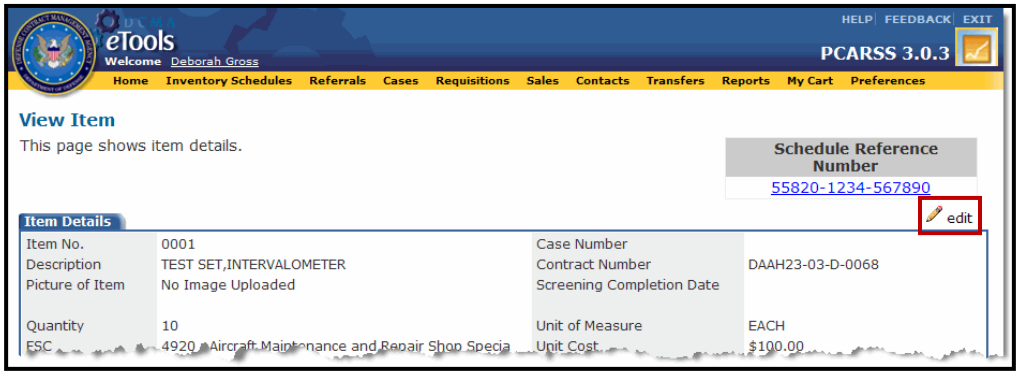
Graphic 2.3.27 : Edit Inventory Schedule page (top)

Topic Ten – Editing a Line Item

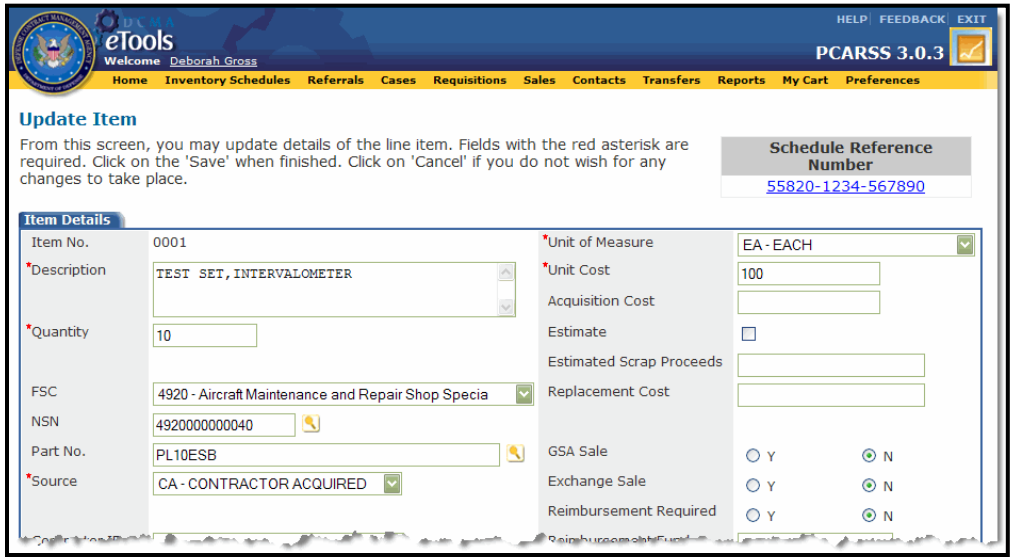
Editing a Line Item

PLCOs can edit line items on inventory as long as the inventory schedule is NOT in Disposition - Action Complete or Closed statuses. Administrators can edit any line item in PCARSS except for those on inventory schedules in Disposition – Action Complete or Closed statuses.

Editing a Line Item (Graphics 2.3.28 – 2.3.29)	
1.	*Start* from the **View Inventory Schedule page**.
2.	*Click* the **link on the item number** at the bottom of the page. The View Item page appears (Graphic 2.3.28).
3.	*Click* the **edit** link on the View Item page. The Update Item page appears (Graphic 2.3.29).
4.	*Edit* the **necessary information**.
5.	*Click* the **Save** button. The View Item page appears and the changes are saved.



Graphic 2.3.28 : View Item page (top)


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Item
From this screen, you may update details of the line item. Fields with the red asterisk are required. Click on the 'Save' when finished. Click on 'Cancel' if you do not wish for any changes to take place.
Schedule Reference Number
55820-1234-567890
Item Details
Item No. 0001
*Description TEST SET,INTERVALOMETER
*Quantity 10
FSC 4920 - Aircraft Maintenance and Repair Shop Specia
NSN 4920000000040
Part No. PL10ESB
*Source CA - CONTRACTOR ACQUIRED
*Unit of Measure EA - EACH
*Unit Cost 100
Acquisition Cost
Estimate
Estimated Scrap Proceeds
Replacement Cost
GSA Sale Y N
Exchange Sale Y N
Reimbursement Required Y N

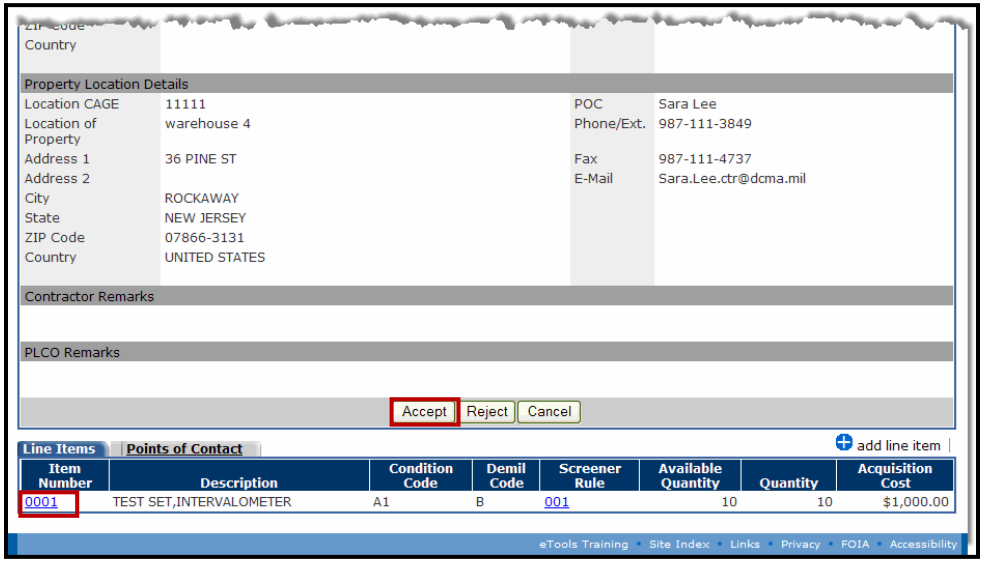
Graphic 2.3.29 : Update Item page (top)

Topic Eleven – Accepting an Inventory Schedule

Accepting an Inventory Schedule

When a Contractor submits an inventory schedule to the PLCO for review, the PLCO or Administrator must accept it or reject it. Once accepted, an inventory schedule is available to be assigned to a case. You must accept or reject a submitted inventory schedule within 10 calendar days from the day you received it or it will become overdue.

Accepting an Inventory Schedule (Graphic 2.3.30)	
1.	*Select* an **inventory schedule** with Submitted status. The View Inventory Schedule page appears (Graphic 2.3.30).
2.	*Verify* that a **value for FSC** is entered for each item in the inventory schedule by clicking the links on the item numbers. If FSC is blank for an item, edit the item and enter the FSC.
3.	*Click* the **Accept** button to accept the inventory schedule. The Inventory Schedules Workload appears with the inventory schedule in Accepted status.



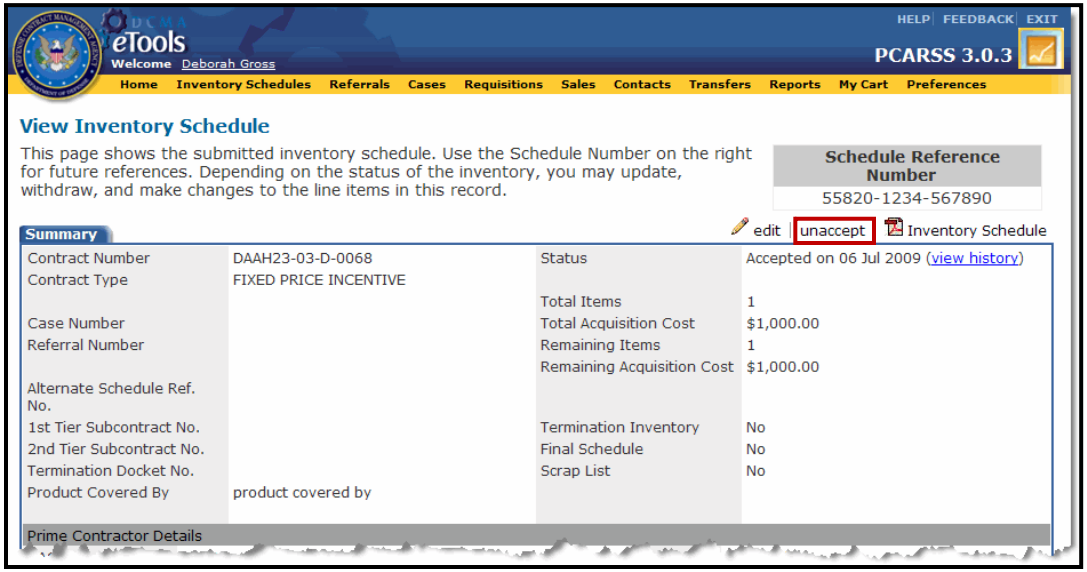
Graphic 2.3.30 : View Inventory Schedule page (bottom)

Topic Twelve – Unaccepting an Inventory Schedule

Unaccepting an Inventory Schedule

When a Contractor or PLCO submits an inventory schedule for review, the PLCO or Administrator must accept it or reject it. Once in Accepted status, the inventory schedule has the ability to be unaccepted.

Unaccepting an Inventory Schedule (Graphic 2.3.31)	
1.	*Select* an **inventory schedule** with Accepted status. The View Inventory Schedule page appears (Graphic 2.3.31).
2.	*Click* the **unaccept** link on the View Inventory Schedule page. The Inventory Schedules Workload page appears and the inventory schedule returns to Submitted status.


eTools
Welcome Deborah Gross
HELP | FEEDBACK | EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Reference Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
55820-1234-567890
Summary
edit | unaccept | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIXED PRICE INCENTIVE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No.
2nd Tier Subcontract No.
Termination Docket No.
Product Covered By product covered by
Status Accepted on 06 Jul 2009 (view history)
Total Items 1
Total Acquisition Cost $1,000.00
Remaining Items 1
Remaining Acquisition Cost $1,000.00
Termination Inventory No
Final Schedule No
Scrap List No
Prime Contractor Details

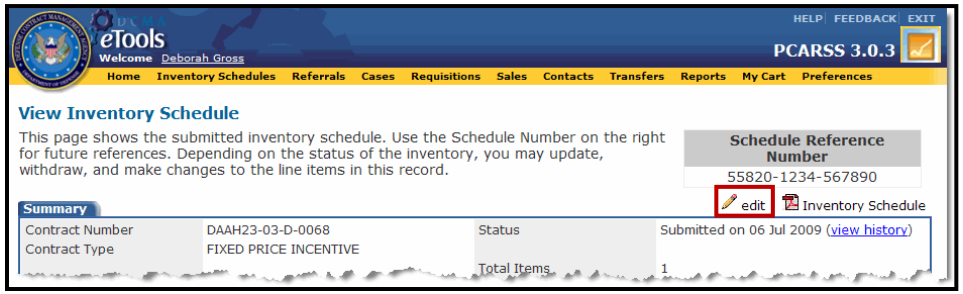
Graphic 2.3.31 : View Inventory Schedule page (top)

Topic Thirteen – Rejecting an Inventory Schedule

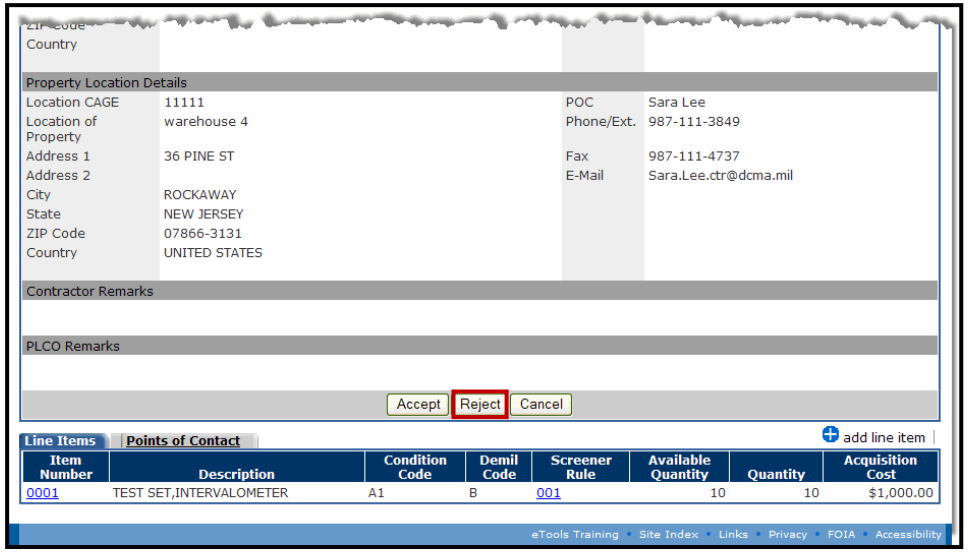
Rejecting an Inventory Schedule

When a Contractor submits an inventory schedule to the PLCO for review, the PLCO or Administrator must accept it or reject it. If the schedule is not acceptable, it should be rejected to return it to the contractor for correction or deletion. You must accept or reject a submitted inventory schedule within 10 calendar days from the day you received it or it will become overdue.

Rejecting an Inventory Schedule (Graphics 2.3.32 – 2.3.33)	
1.	*Select* an **inventory schedule** with Submitted status. The View Inventory Schedule page appears (Graphic 2.3.32).
2.	*Click* the **edit** link on the View Inventory Schedule page. The Edit Inventory Schedule page appears (Graphic 2.3.33).
3.	*Type* **comments** regarding the rejection in the PLCO Remarks box.
4.	*Click* the **Save** button. The View Inventory Schedule page appears.
5.	*Click* the **Reject** button. The rejected inventory schedule appears under the Active tab in the Inventory Schedules Workload.


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
55820-1234-567890
edit
Inventory Schedule
Summary
Contract Number DAAH23-03-D-0068
Contract Type FIXED PRICE INCENTIVE
Status Submitted on 06 Jul 2009 (view history)
Total Items 1

Graphic 2.3.32 : View Inventory Schedule page (top)

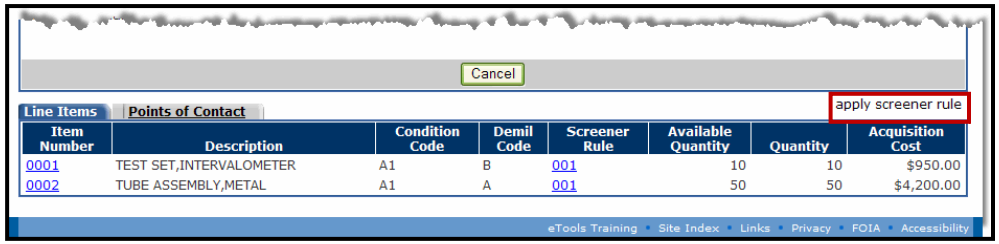


Graphic 2.3.33 : View Inventory Schedule page (bottom)

Topic Fourteen – Applying the Screener Rule

Applying the Screener Rule

Once an inventory schedule has been accepted, the PLCO or Administrator may modify the screener rule for the items on the schedule. All items are set to the default screener rule, 001 (WWW for 20 days, followed by GSA for 26 days). You will be able to modify the screener rule until the inventory schedule's status is Disposition - Action Complete.



Graphic 2.3.34: View Inventory Schedule page (bottom)

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Screener Rule
This screen allows you to apply a screener rule to the line number in the inventory schedule. Select one of the screener rules below and click on the box next to the item to be applied to. Click on the 'Apply to All' button if you would like the selected screener rule to be used for all items in the inventory schedule.
Schedule Reference Number
55820-1234-567890
Screener Rule Options
001 - WWW FOR 20 DAYS, FOLLOWED BY GSA FOR 26 DAYS
002 - WWW FOR 20 DAYS
003 - HARD COPY SCREENING TO PUBLIC PRINTER FOR 21 DAYS FOLLOWED BY GSA FOR 26 DAYS
004 - HARD COPY SCREENING WITH NRC FOR NUCLEAR MATERIALS
005 - FMS - HARD COPY SCREENING WITH DSCA 30 DAYS FOLLOWED BY WWW FOR 20 DAYS
006 - GSA FOR 26 DAYS
007 - EPA HARD COPY 20 DAYS FOLLOWED BY GSA FOR 26 DAYS
009 - IRAQ/AFGHANISTAN DOD SCREENING ON WWW FOR 30 DAYS
Select
Item Number
Description
Current Screener Rule
0001 TEST SET,INTERVALOMETER 001
0002 TUBE ASSEMBLY,METAL 001
Apply
Apply to All
Cancel
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Graphic 2.3.35 : Screener Rule page

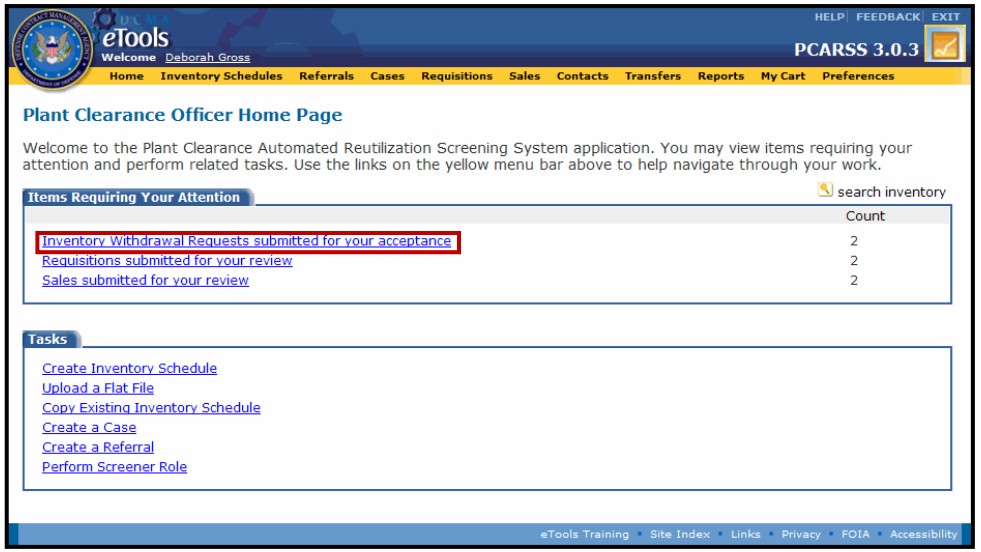
Applying the Screener Rule (Graphics 2.3.34 – 2.3.35)	
1.	Start from the **View Inventory Schedule page** (Graphic 2.3.34).
2.	Click the apply screener rule link. The Screener Rule page appears (Graphic 2.3.35).
3.	*Check* the **box next to an item** to apply the selected screener rule to that item. You may check one, some, or all of the items.
4.	*Click* the **Apply** button to apply the screener rule to only the selected items, or *Click* the **Apply All** button to apply the screener rule to all the items in the inventory schedule, regardless of whether or not they are selected.

Topic Fifteen – Reviewing Submitted Withdrawal Requests

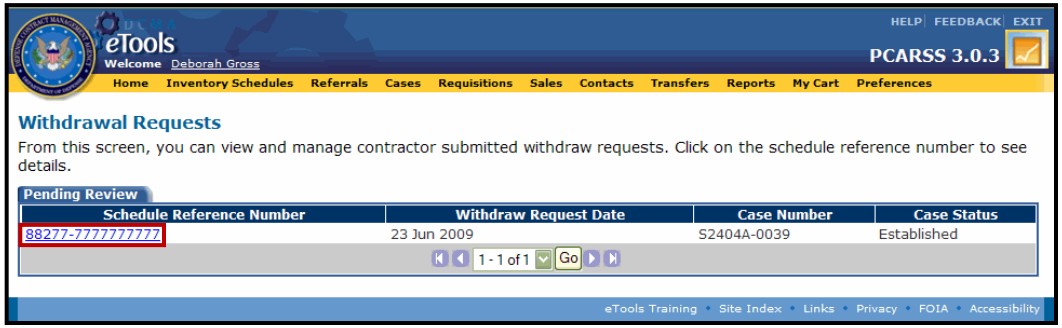
Reviewing Submitted Withdrawal Requests

When a Contractor needs to withdraw an inventory schedule or line item, he or she initiates a request for withdrawal to the PLCO. The items requested for withdrawal become unavailable when the request is submitted, and will remain unavailable unless the PLCO or Administrator disapproves the request.

Reviewing Submitted Withdrawal Requests (Graphics 2.3.36 – 2.3.40)	
1.	*Start* from the **Home Page** (Graphic 2.3.36).
2.	*Click* the **Inventory Withdrawal Requests Submitted for your Acceptance** link. The Withdrawal Requests page appears (Graphic 2.3.37).
3.	*Select* the **inventory schedule** you wish to approve for withdrawal. The Withdraw Line Item page appears (Graphic 2.3.38).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Plant Clearance Officer Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
search inventory
Items Requiring Your Attention
Count
Inventory Withdrawal Requests submitted for your acceptance 2
Requisitions submitted for your review 2
Sales submitted for your review 2
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.3.36 : Plant Clearance Officer Home Page

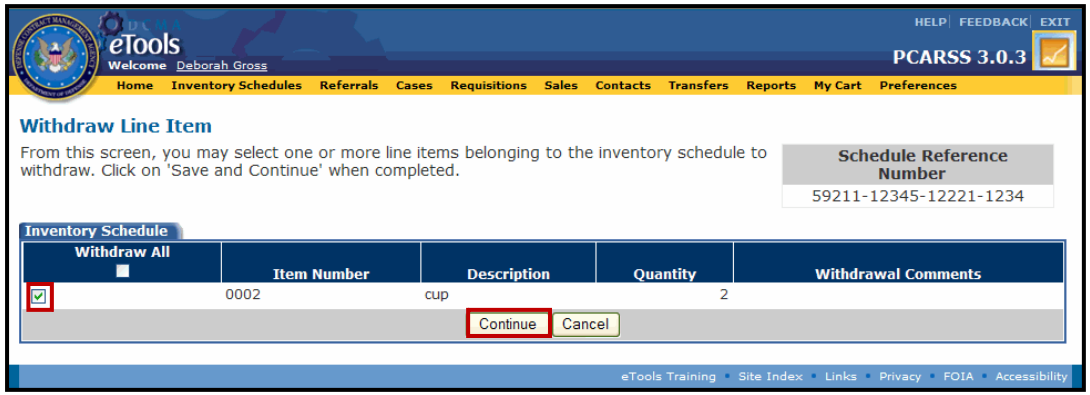

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Withdrawal Requests
From this screen, you can view and manage contractor submitted withdraw requests. Click on the schedule reference number to see details.
Pending Review
Schedule Reference Number
Withdraw Request Date
Case Number
Case Status
88277-7777777777
23 Jun 2009
S2404A-0039
Established
1 - 1 of 1 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.3.37 : Withdrawal Requests page

Topic Fifteen – Reviewing Submitted Withdrawal Requests

Reviewing Submitted Withdrawal Requests – Continued

Reviewing Submitted Withdrawal Requests (Graphics 2.3.36 – 2.3.40)	
4.	*Check* the **boxes** next to the items you approve for withdrawal.
5.	*Click* the **Continue** button. The Withdraw Line Item page displays the UIIs being withdrawn (Graphic 2.3.39).
6.	*Click* the **Continue** button on the Withdraw Line Item page. The Update Comments page appears (Graphic 2.3.40).



Graphic 2.3.38 : Withdraw Line Item page

HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Withdraw Line Item
This page allows you to review the UII for the line item(s) submitted for withdrawal. UIIs already assigned to requisitions are not available to assign this request. Quantity withdrawn is 2.
View UIIs
UII
Case Number
Schedule Number
Item Number
Description
Status
No UIIs associated with this Line Item.
Continue
Cancel
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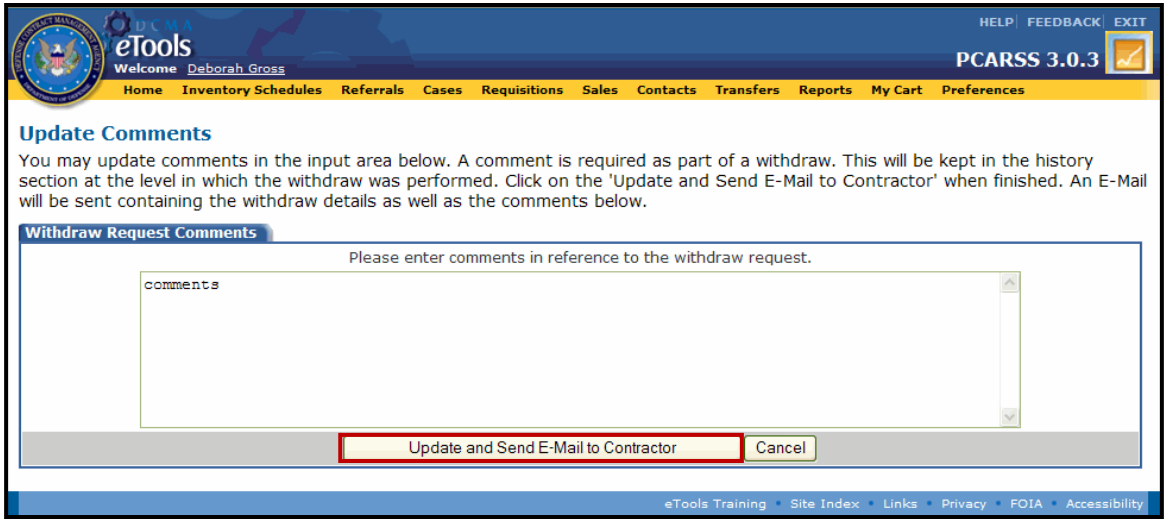
Graphic 2.3.39 : Withdraw Line Item page

Topic Fifteen – Reviewing Submitted Withdrawal Requests

Reviewing Submitted Withdrawal Requests – Continued

Reviewing Submitted Withdrawal Requests (Graphics 2.3.36 – 2.3.40)	
7.	*Type* **comments** regarding the withdrawal request to send them in an E-Mail message to the Contractor who submitted the withdrawal request.
8.	*Click* the **Update and Send E-Mail to Contractor** button. Your comments will be sent in an E-Mail message. The withdrawn item(s) will have the disposition code WD – Withdrawn assigned to them. If the entire inventory schedule was withdrawn, it will appear under the Active tab of the Inventory Schedules Workload with Disposition – Action Complete status.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Comments
You may update comments in the input area below. A comment is required as part of a withdraw. This will be kept in the history section at the level in which the withdraw was performed. Click on the 'Update and Send E-Mail to Contractor' when finished. An E-Mail will be sent containing the withdraw details as well as the comments below.
Withdraw Request Comments
Please enter comments in reference to the withdraw request.
comments
Update and Send E-Mail to Contractor
Cancel
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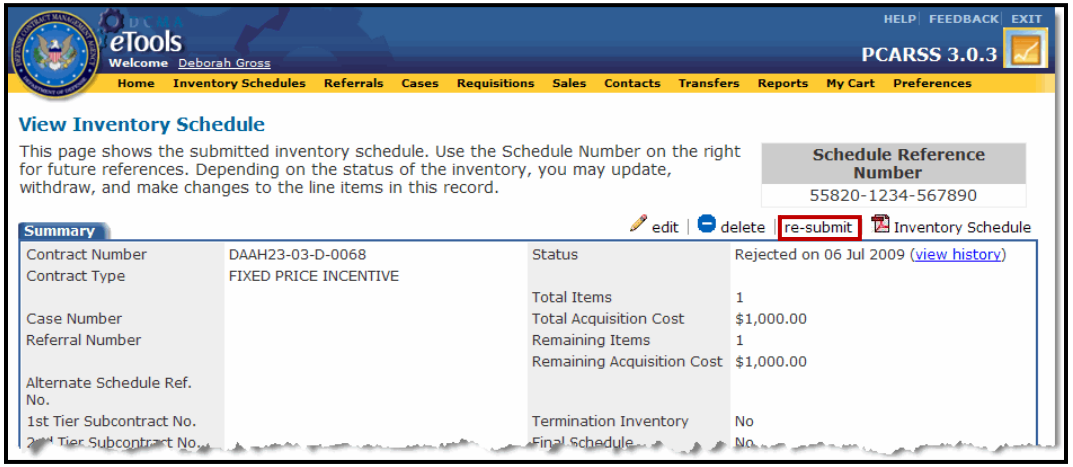
Graphic 2.3.40 : Update Comments page

Topic Sixteen – Resubmitting an Inventory Schedule

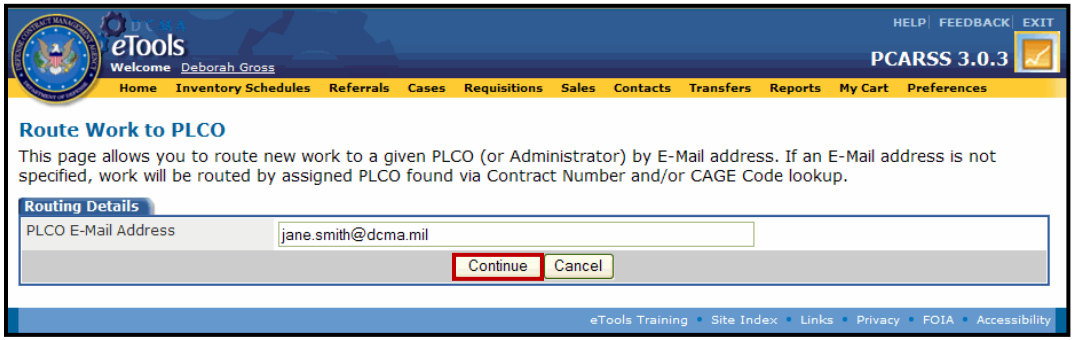
Resubmitting an Inventory Schedule

PLCOs, Administrators, and Contractors can resubmit rejected inventory schedules.

Resubmitting an Inventory Schedule (Graphics 2.3.41 – 2.3.42)	
1.	*Start* from the **Inventory Schedules Workload page**.
2.	*Select* the **inventory schedule** you wish to resubmit. The View Inventory Schedule page appears (Graphic 2.3.41).
3.	*Click* the **re-submit** link. The Route Work to PLCO page appears (Graphic 2.3.42).
4.	*Type* the **E-Mail address** of the PLCO or Administrator to whom you wish to route the inventory schedule, or leave the field blank to route to an internal PLCO using CMT.
5.	*Click* the **Continue** button to submit the inventory schedule. The inventory schedule appears in the Inventory Schedules Workload, under the Active tab with Submitted status.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
55820-1234-567890
Summary
edit | delete | re-submit | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIXED PRICE INCENTIVE
Case Number
Referral Number
Alternate Schedule Ref. No.
1st Tier Subcontract No.
Status Rejected on 06 Jul 2009 (view history)
Total Items 1
Total Acquisition Cost $1,000.00
Remaining Items 1
Remaining Acquisition Cost $1,000.00
Termination Inventory No
Final Schedule No

Graphic 2.3.41 : View Inventory Schedule page (top)


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Route Work to PLCO
This page allows you to route new work to a given PLCO (or Administrator) by E-Mail address. If an E-Mail address is not specified, work will be routed by assigned PLCO found via Contract Number and/or CAGE Code lookup.
Routing Details
PLCO E-Mail Address jane.smith@dcma.mil
Continue Cancel
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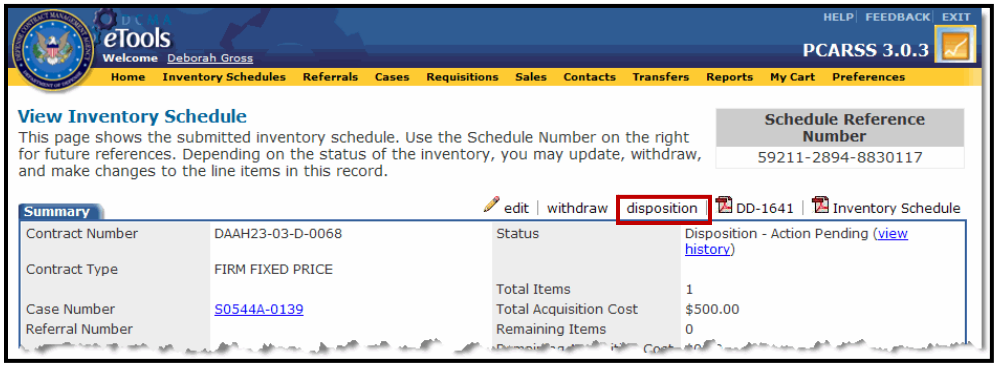
Graphic 2.3.42 : Route Work to PLCO page

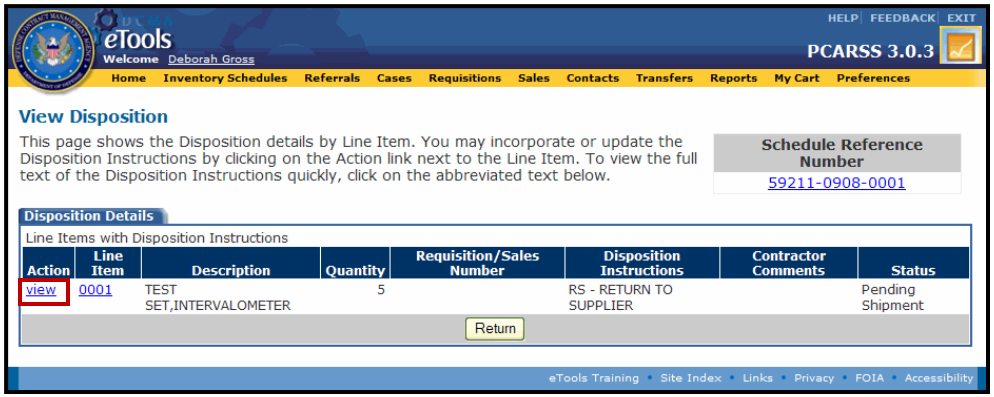
Viewing Disposition Instructions and Shipping Items

PLCOs, Administrators, and Contractors have the ability to ship dispositioned line items. When the PLCO issues a disposition code to an item on the inventory schedule, the schedule gains Disposition - Action Pending status.

Viewing Disposition Instructions and Shipping Items (Graphics 2.3.43 – 2.3.46)	
1.	*Start* from the **Inventory Schedules Workload page**.
2.	*Select* the **desired inventory schedule**. The View Inventory Schedule page appears (Graphic 2.3.43).
3.	*Click* the **disposition** link to view the disposition details. The View Disposition page appears and displays the line items in the inventory schedule that have been issued a disposition code (Graphic 2.3.44). Items that require shipping have the Pending Shipment status and items that do not require shipping have the Shipping Not Required status.
4.	*Click* the **view** link next to an item. The Disposition Instructions page appears (Graphic 2.3.45).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
59211-2894-8830117
Summary
edit | withdraw | disposition | DD-1641 | Inventory Schedule
Contract Number DAAH23-03-D-0068
Contract Type FIRM FIXED PRICE
Case Number S0544A-0139
Referral Number
Status Disposition - Action Pending (view history)
Total Items 1
Total Acquisition Cost $500.00
Remaining Items 0

Graphic 2.3.43 : View Inventory Schedule page (top)


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Disposition
This page shows the Disposition details by Line Item. You may incorporate or update the Disposition Instructions by clicking on the Action link next to the Line Item. To view the full text of the Disposition Instructions quickly, click on the abbreviated text below.
Schedule Reference Number
59211-0908-0001
Disposition Details
Line Items with Disposition Instructions
Action | Line Item | Description | Quantity | Requisition/Sales Number | Disposition Instructions | Contractor Comments | Status
view | 0001 | TEST SET,INTERVALOMETER | 5 | | RS - RETURN TO SUPPLIER | | Pending Shipment
Return
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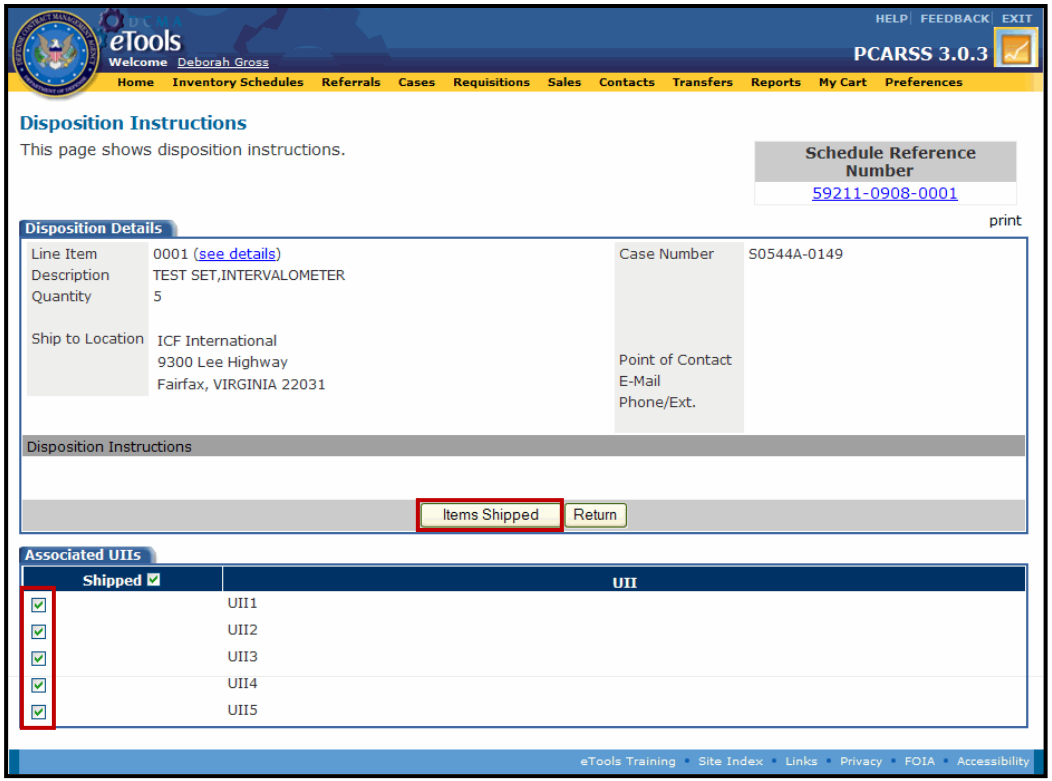
Graphic 2.3.44 : View Disposition page

Viewing Disposition Instructions and Shipping Items – Continued

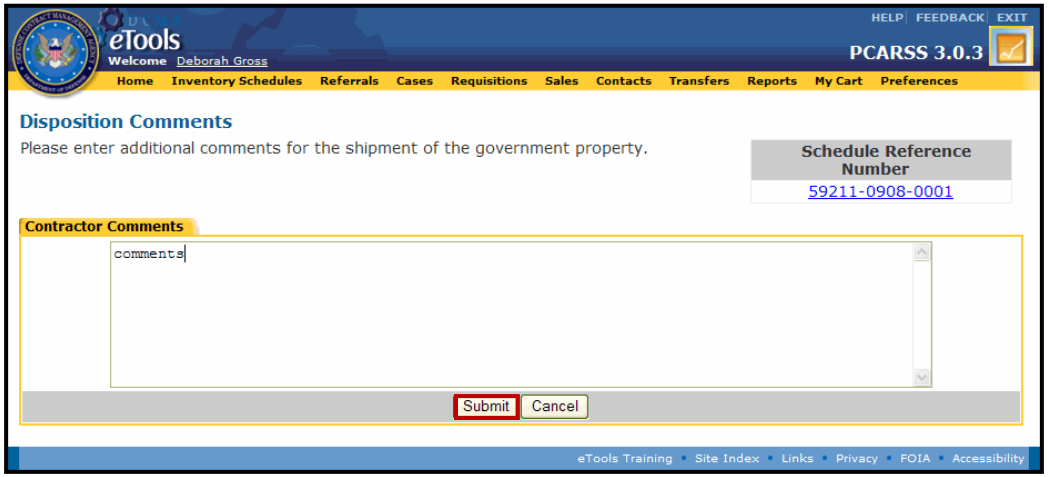
Viewing Disposition Instructions and Shipping Items (Graphics 2.3.43 – 2.3.46)	
5.	*Check* the **boxes** next to the UIIs that will be shipped.
6.	*Click* the **Items Shipped** button. The Disposition Comments page appears (Graphic 2.3.46). **Note**: This must be done for each item transferred or sold before the case can be closed.



Graphic 2.3.45 : Disposition Instructions page

Viewing Disposition Instructions and Shipping Items – Continued

Viewing Disposition Instructions and Shipping Items (Graphics 2.3.43 – 2.3.46)	
7.	*Type* **comments** regarding the shipment.
8.	*Click* the **Submit** button. The View Disposition page appears and displays the shipped items. If you have shipped only some of the specified UIIs, the status of the disposition is Partially Shipped. Once all the UIIs are shipped, the status of the disposition becomes Shipped - Awaiting PLCO. When the PLCO marks the disposition complete, the status of the disposition becomes Shipped.


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Disposition Comments
Please enter additional comments for the shipment of the government property.
Schedule Reference Number
59211-0908-0001
Contractor Comments
comments
Submit
Cancel
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Graphic 2.3.46 : Disposition Comments page

Lesson Three – Review

Lesson Three covered the following topics:

Topic One	Managing the Inventory Schedules Workload
Topic Two	Creating an Inventory Schedule
Topic Three	Copying an Existing Inventory Schedule
Topic Four	Submitting a Draft Inventory Schedule
Topic Five	Deleting an Inventory Schedule
Topic Six	Deleting a Line Item
Topic Seven	Searching for an Inventory Schedule
Topic Eight	Viewing Inventory Schedule History
Topic Nine	Editing an Inventory Schedule
Topic Ten	Editing a Line Item
Topic Eleven	Accepting an Inventory Schedule
Topic Twelve	Unaccepting an Inventory Schedule

Lesson Three – Review

Lesson Three covered the following topics:

Topic Thirteen	Rejecting an Inventory Schedule
Topic Fourteen	Applying the Screener Rule
Topic Fifteen	Reviewing Submitted Withdrawal Requests
Topic Sixteen	Resubmitting an Inventory Schedule
Topic Seventeen	Viewing Disposition Instructions and Shipping Items

Lesson Four

Referrals

Lesson Four – Topics

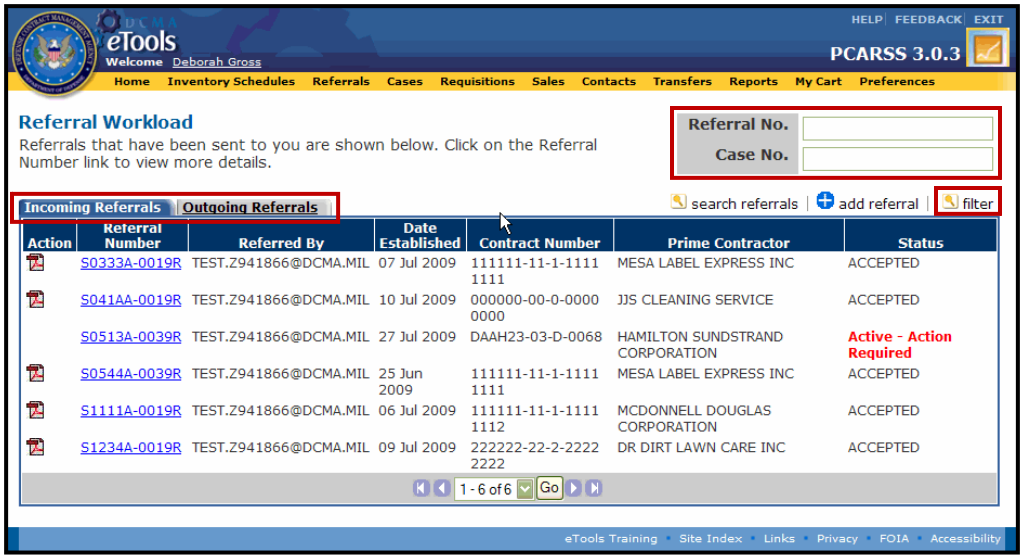
Lesson Four Topics

Topic One	Managing the Referral Workload
Topic Two	Accepting a Referral
Topic Three	Rejecting a Referral
Topic Four	Creating a Referral
Topic Five	Editing a Referral
Topic Six	Withdrawing a Referral
Topic Seven	Searching for a Referral

Topic One – Managing the Referral Workload

Managing the Referral Workload

A referral is a group of one or more submitted inventory schedules from the same prime contract, prime CAGE, 1st-tier subcontractor, 2nd-tier subcontractor and location that a PLCO or Administrator sends to another PLCO or Administrator for acceptance. When the receiver accepts the referral, the inventory schedules on it are automatically accepted and the referral becomes a draft case.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Referral Workload
Referrals that have been sent to you are shown below. Click on the Referral Number link to view more details.
Referral No.
Case No.
Incoming Referrals
Outgoing Referrals
search referrals
add referral
filter
Action
Referral Number
Referred By
Date Established
Contract Number
Prime Contractor
Status
S0333A-0019R TEST.Z941866@DCMA.MIL 07 Jul 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC ACCEPTED
S041AA-0019R TEST.Z941866@DCMA.MIL 10 Jul 2009 000000-00-0-0000 0000 JJS CLEANING SERVICE ACCEPTED
S0513A-0039R TEST.Z941866@DCMA.MIL 27 Jul 2009 DAAH23-03-D-0068 HAMILTON SUNDSTRAND CORPORATION Active - Action Required
S0544A-0039R TEST.Z941866@DCMA.MIL 25 Jun 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC ACCEPTED
S1111A-0019R TEST.Z941866@DCMA.MIL 06 Jul 2009 111111-11-1-1111 1112 MCDONNELL DOUGLAS CORPORATION ACCEPTED
S1234A-0019R TEST.Z941866@DCMA.MIL 09 Jul 2009 222222-22-2-2222 2222 DR DIRT LAWN CARE INC ACCEPTED
1 - 6 of 6 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.4.1 : Referral Workload page, Incoming Referrals tab

Managing the Referral Workload (Graphic 2.4.1)	
1.	*Click* the **Referrals** link on the menu bar. The Referral Workload page appears (Graphic 2.4.1).
2.	*Select* the **Incoming Referrals tab**. Displays all the referrals that have been sent to you for work. Incoming referrals should be responded to within 10 calendar days. Accepted referrals remain under the Incoming Referrals tab until you have closed the case.
3.	*Select* the **Outgoing Referrals tab**. Displays the referrals that you have created and established. Accepted referrals remain under the Outgoing

To search for a referral within the workload, *type* the referral number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the referrals that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Referral No. and Case No. boxes and click the **filter** link.

The workload tabs now display all of your referrals.

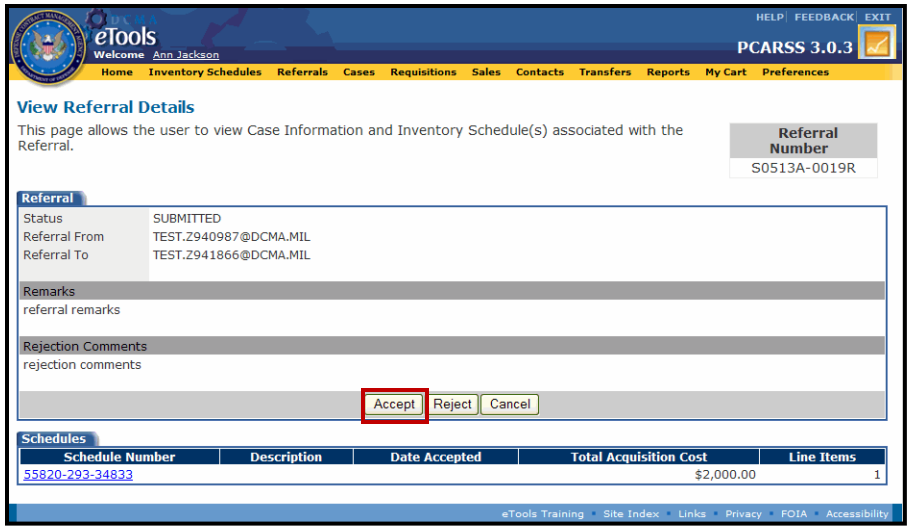
Topic Two – Accepting a Referral

Accepting a Referral

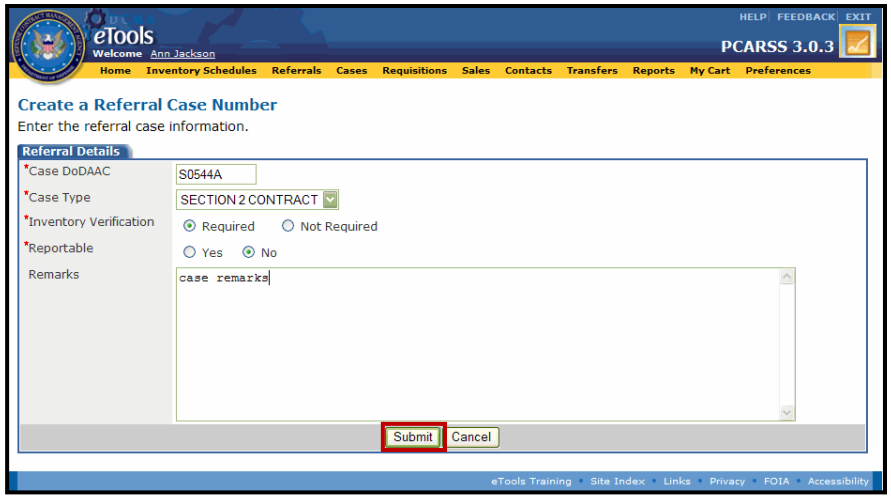
PLCOs and Administrators may view referral details by clicking the link on a referral number.

The Accept and Reject buttons will appear on the View Referral Details page for incoming referrals that have not yet been reviewed. These referrals have the Active – Action Required status.

Accepting a Referral (Graphics 2.4.2 – 2.4.3)	
1.	*Start* from the **Referral Workload page**.
2.	*Select* an **incoming referral** with the status Active – Action Required. The View Referral Details page appears (Graphic 2.4.2).
3.	*Click* the **Accept** button to accept the referral. The Create a Referral Case Number page appears (Graphic 2.4.3).
4.	*Enter* **values** in the required fields.
5.	*Click* the **Submit** button. The referral is now a Draft case and appears in your Case Workload under the Active tab. The case number generated by the referral appears on the View Referral Details page.



Graphic 2.4.2 : View Referral Details page



Graphic 2.4.3 : Create a Referral Case Number page

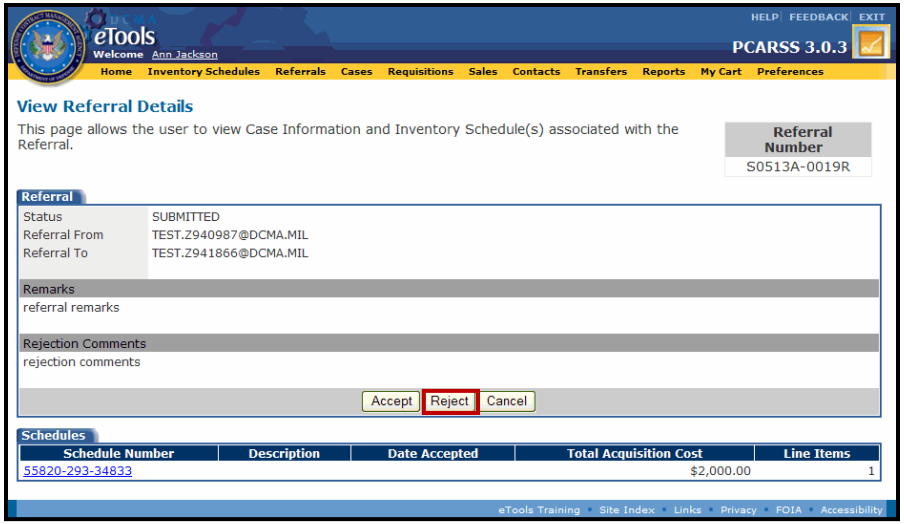
Topic Three – Rejecting a Referral

Rejecting a Referral

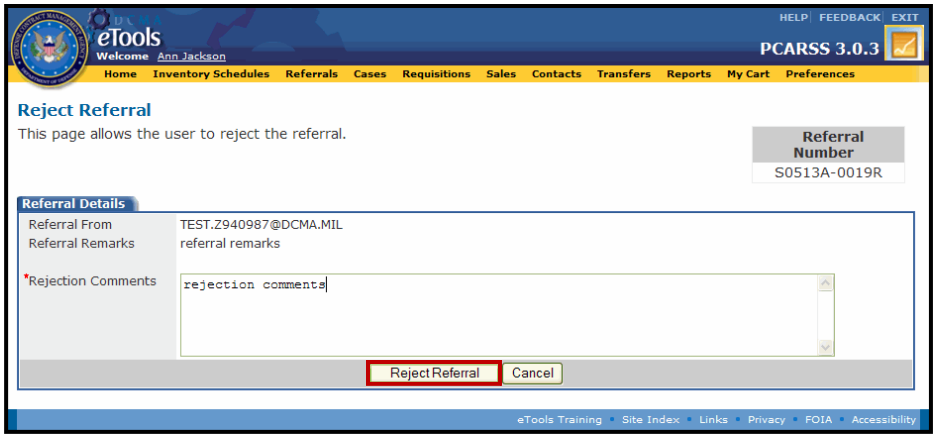
PLCOs and Administrators may view referral details by clicking the link on a referral number.

The Accept and Reject buttons will appear on the View Referral Details page for incoming referrals that have not yet been reviewed. These referrals have the Active – Action Required status.

Rejecting a Referral (Graphics 2.4.4 – 2.4.5)	
1.	*Start* from the **Referral Workload page**.
2.	*Select* an **incoming referral** with the status Active – Action Required. The View Referral Details page appears (Graphic 2.4.4).
3.	*Click* the **Reject** button to reject the referral. The Reject Referral page appears (Graphic 2.4.5).
4.	*Type* **relevant comments** regarding the rejection in the Rejection Remarks box.
5.	*Click* the **Reject Referral** button. The rejected referral disappears from your Incoming Referrals tab, but remains on the Outgoing Referrals tab of the sender's workload with Rejected status.



Graphic 2.4.4 : View Referral Details page



Graphic 2.4.5 : Reject Referral page

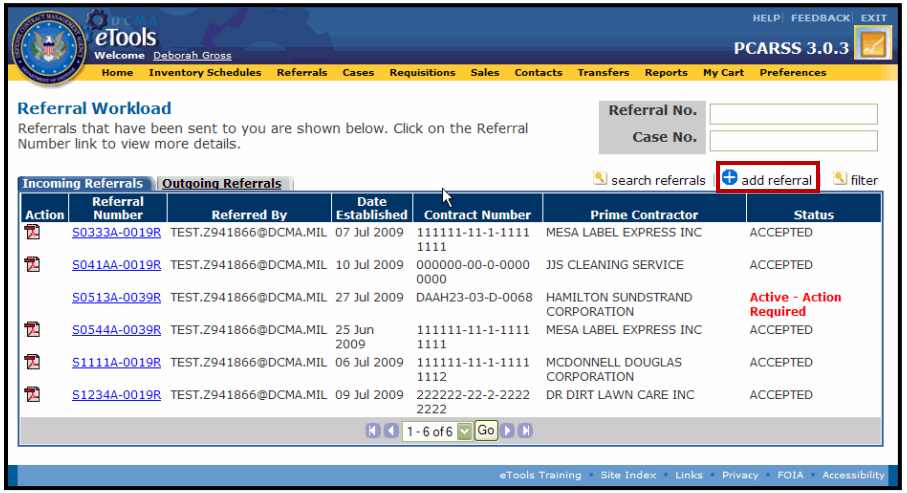
Topic Four – Creating a Referral

Creating a Referral

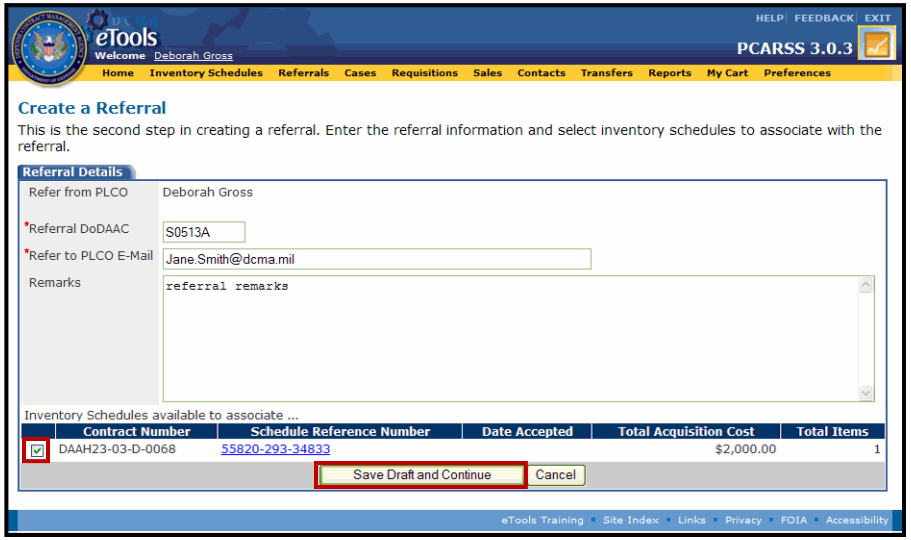
On the Create a Referral page, you will type the referral details and select inventory schedules to associate with the referral. All submitted inventory schedules in your workload are available to associate with the referral. PLCOs and Administrators may create a referral by clicking either the **Create a Referral** link on the Home Page or clicking the **add referral** link on the Referral Workload page.

Creating a Referral (Graphics 2.4.6 – 2.4.8)

1.	*Start* from the **Referral Workload page** (Graphic 2.4.6).
2.	*Click* the **add referral** link. The Create a Referral page appears (Graphic 2.4.7).
3.	*Type* the **Referral DoDAAC**. This is the DoDAAC to be used as the referral number.
4.	*Type* the **E-Mail address** of the PLCO who will receive the referral.
5.	*Check* the **box** next to an inventory schedule to associate it with the referral. **Note**: All inventory schedules selected must be from the same prime contract, prime CAGE, tier-1 subcontractor, tier-2 subcontractor and location.


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Referral Workload
Referrals that have been sent to you are shown below. Click on the Referral Number link to view more details.
Referral No.
Case No.
Incoming Referrals
Outgoing Referrals
search referrals
add referral
filter
Action
Referral Number
Referred By
Date Established
Contract Number
Prime Contractor
Status
S0333A-0019R TEST.Z941866@DCMA.MIL 07 Jul 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC ACCEPTED
S041AA-0019R TEST.Z941866@DCMA.MIL 10 Jul 2009 000000-00-0-0000 0000 JJS CLEANING SERVICE ACCEPTED
S0513A-0039R TEST.Z941866@DCMA.MIL 27 Jul 2009 DAAH23-03-D-0068 HAMILTON SUNDSTRAND CORPORATION Active - Action Required
S0544A-0039R TEST.Z941866@DCMA.MIL 25 Jun 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC ACCEPTED
S1111A-0019R TEST.Z941866@DCMA.MIL 06 Jul 2009 111111-11-1-1111 1112 MCDONNELL DOUGLAS CORPORATION ACCEPTED
S1234A-0019R TEST.Z941866@DCMA.MIL 09 Jul 2009 222222-22-2-2222 2222 DR DIRT LAWN CARE INC ACCEPTED
1 - 6 of 6
Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.4.6 : Referral Workload page



Graphic 2.4.7 : Create a Referral page

Topic Four – Creating a Referral

Creating a Referral – Continued

Creating a Referral (Graphics 2.4.6 – 2.4.8)	
6.	*Click* the **Save Draft and Continue** button. The View Referral Details page appears, displaying the draft referral (Graphic 2.4.7).
7.	*Click* the **submit referral** link. The referral is sent to the receiving PLCO, and appears in your Referral Workload under the Outgoing tab with Submitted status.

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Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Referral Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Referral.
Referral Number
S0513A-0029R
Referral
submit referral | edit | delete
Status DRAFT
Referral From DEBORAH.GROSS@DCMA.MIL
Referral To JANE.SMITH@DCMA.MIL
Remarks
referral remarks
Cancel
Schedules
Schedule Number Description Date Accepted Total Acquisition Cost Line Items
59211-0907-0001 $45,000.00 1
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.4.8 : View Referral Details page

Topic Five – Editing a Referral

Editing a Referral

You can edit a referral as long as it is in Draft status. Once it has been submitted, you can no longer edit it.

Editing a Referral (Graphics 2.4.9 – 2.4.10)	
1.	*Start* from the **Referral Workload page**.
2.	*Select* the **Outgoing Referrals tab**.
3.	*Select* a **draft referral**. The View Referral Details page appears (Graphic 2.4.8).
4.	*Click* the **edit** link. The Edit Referral page appears (Graphic 2.4.9).
5.	*Modify* the **necessary information** on the referral. **Note**: You may remove inventory schedules from the referral, but remember that you need at least one inventory schedule to submit the referral.
6.	*Click* the **Save** button. The View Referral Details page appears and displays your changes.

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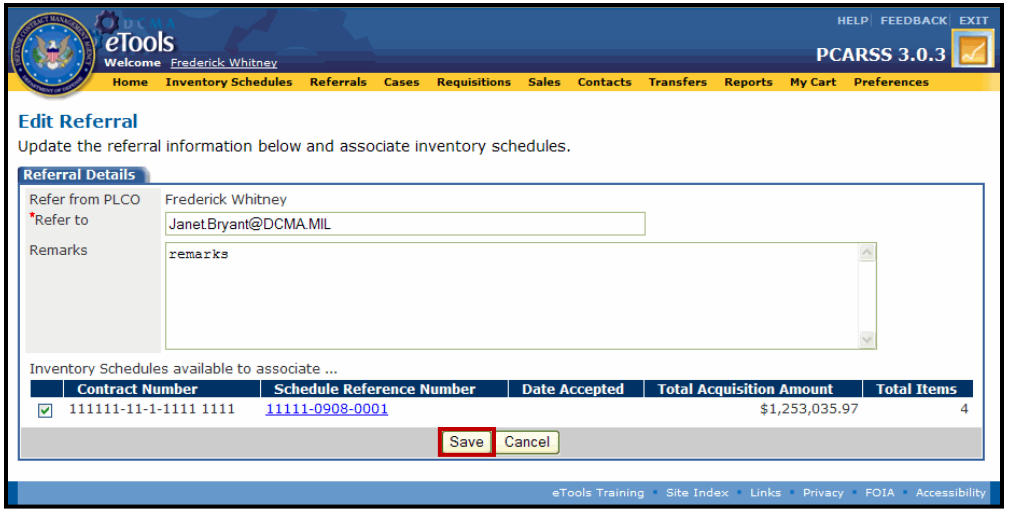
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Referral Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Referral.
Referral Number
S0513A-0029R
Referral
submit referral edit delete
Status DRAFT
Referral From DEBORAH.GROSS@DCMA.MIL
Referral To JANE.SMITH@DCMA.MIL
Remarks
referral remarks
Cancel
Schedules
Schedule Number Description Date Accepted Total Acquisition Cost Line Items
59211-0907-0001 $45,000.00 1
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.4.9 : View Referral Details page


eTools
Welcome Frederick Whitney
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Edit Referral
Update the referral information below and associate inventory schedules.
Referral Details
Refer from PLCO Frederick Whitney
*Refer to Janet.Bryant@DCMA.MIL
Remarks remarks
Inventory Schedules available to associate ...
Contract Number Schedule Reference Number Date Accepted Total Acquisition Amount Total Items
111111-11-1-1111 1111 11111-0908-0001 $1,253,035.97 4
Save Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

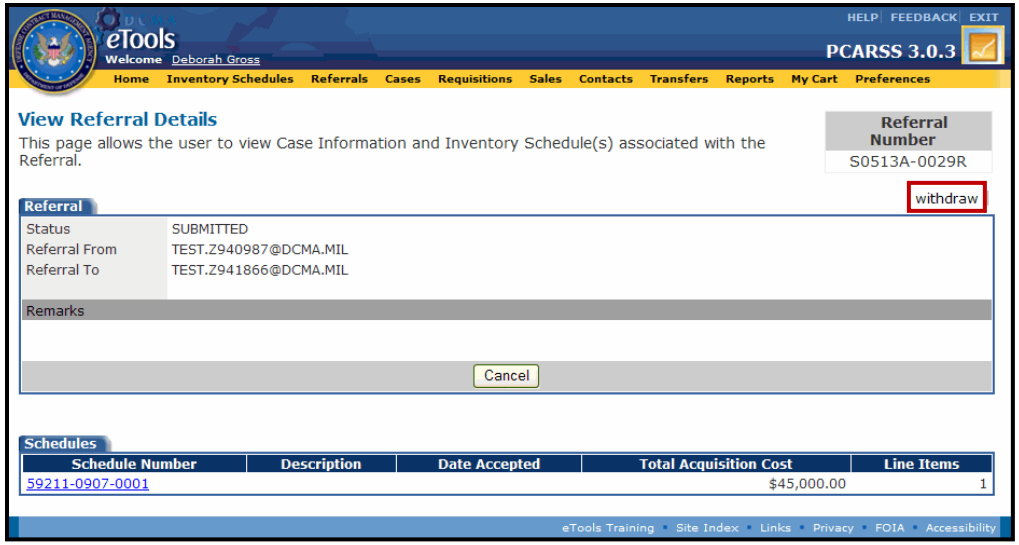
Graphic 2.4.10 : Edit Referral page

Topic Six – Withdrawing a Referral

Withdrawing a Referral

You can withdraw a referral as long as it is in Submitted status. Once the referral has been accepted, you may no longer withdraw it.

Withdrawing a Referral (Graphic 2.4.11)	
1.	*Start* from the **Referral Workload page**.
2.	*Select* the **Outgoing Referrals tab**.
3.	*Select* a **submitted referral**. The View Referral Details page appears (Graphic 2.4.10).
4.	*Click* the **withdraw** link. The referral is withdrawn and will appear under the Outgoing Referrals tab with Withdrawn status.



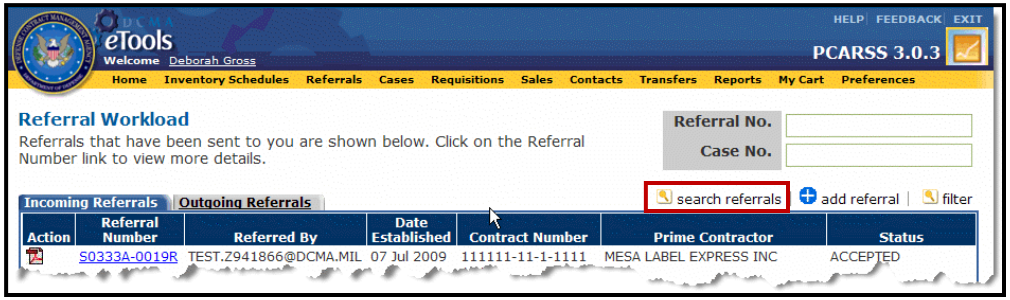
Graphic 2.4.11 : View Referral Details page

Topic Seven – Searching for a Referral

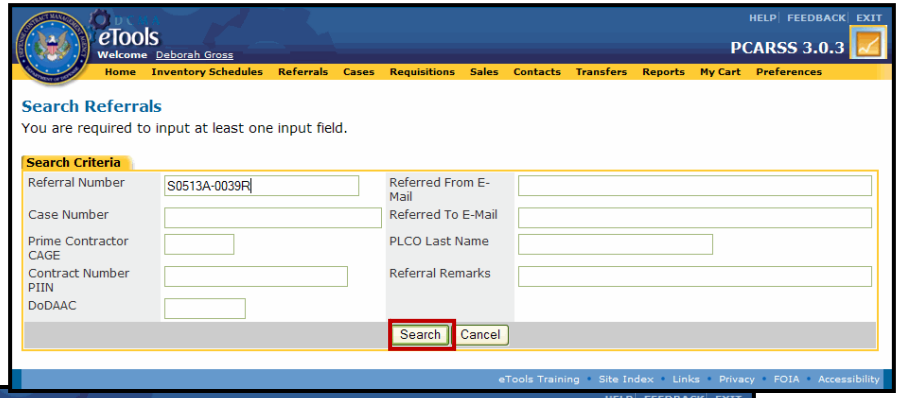
Searching for a Referral

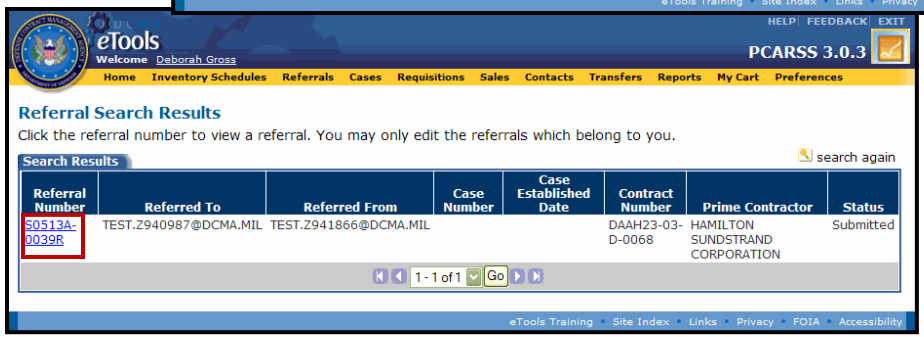
PLCOs and Administrators can search for any referral in PCARSS. PLCOs can search for and view work belonging to other users, but they will have read-only access to the work that is not their own. Only PCARSS users with the Administrator role will be able to modify the work of any user.

Searching for a Referral (Graphics 2.4.12 – 2.4.14)	
1.	*Start* from the **Referral Workload** page (Graphic 2.4.11).
2.	*Click* the **search referrals** link on the Referral Workload Page. The Search Referrals page appears (Graphic 2.4.12).
3.	*Type* **search criteria** in at least one of the search fields to find the desired referral.
4.	*Click* the **Search** button. The Referral Search Results page appears (Graphic 2.4.13).
5.	*Select* a referral to view the referral details and inventory schedules assigned to the referral.



Graphic 2.4.12 : Referral Workload page





Graphic 2.4.13 : Search Referrals page

Graphic 2.4.14 : Referral Search Results page

Lesson Four – Review

Lesson Four covered the following topics:

Topic One	Managing the Referral Workload
Topic Two	Accepting a Referral
Topic Three	Rejecting a Referral
Topic Four	Creating a Referral
Topic Five	Editing a Referral
Topic Six	Withdrawing a Referral
Topic Seven	Searching for a Referral

Lesson Five

Cases

Lesson Five – Topics

Lesson Five Topics

Topic One	Managing the Case Workload
Topic Two	Creating a Case
Topic Three	Establishing a Case
Topic Four	Viewing Case History
Topic Five	Searching for a Case
Topic Six	Editing a Case
Topic Seven	Withdrawing a Case
Topic Eight	Re-establishing a Withdrawn Case
Topic Nine	Deleting a Case
Topic Ten	Transferring an Individual Case
Topic Eleven	Completing an Inventory Verification Survey
Topic Twelve	Assigning a Disposition Code

Lesson Five – Topics

Lesson Five Topics

Topic Thirteen	Issuing a Group Disposition
Topic Fourteen	Removing a Disposition Code
Topic Fifteen	Marking a Disposition as Complete
Topic Sixteen	Closing a Case
Topic Seventeen	Reopening a Case
Topic Eighteen	Issuing Shipping Instructions to the Case Workload

Topic One – Managing the Case Workload

Managing the Case Workload

A case is a group of one or more accepted inventory schedules from the same prime contract, prime CAGE, 1st-tier subcontractor, 2nd-tier subcontractor, and location. PLCOs and Administrators have the ability to create cases and choose the inventory schedules to assign to them. Before items in an inventory schedule can be screened, requisitioned, sold, or dispositioned, the inventory schedule must be assigned to a case.

Managing the Case Workload (Graphic 2.5.1)	
1.	*Click* the **Cases** link on the menu bar. The Case Workload appears (Graphic 2.5.1).
2.	*Select* the **Active tab**. Displays active cases. These cases may be in Established, Established [Disposition Required], Screening Complete, or Screening Complete [Disposition Required] statuses.
3.	*Select* the **Draft tab**. Displays cases that have been created and saved but not yet established. These cases are in Draft status.
4.	*Select* the **Inactive tab**. Displays cases that you have withdrawn or closed. These cases are in Withdrawn or Closed statuses. **Note**: Cases become overage after 200 days if they have not yet been assigned to a case.

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Case Workload
Cases that you have WITHDRAWN or CLOSED are shown below. Click on the Case Number link to view more details.
DoDAAC
Case No.
Active Draft Inactive
search cases add case filter
Action Case Number Established Date Contract Number Prime Contractor Status
S0533A-0019 25 Jun 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC WITHDRAWN
S0544A-0049 06 Jul 2009 111111-11-1-1111 1112 MCDONNELL DOUGLAS CORPORATION CLOSED
1 - 2 of 2 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.1 : Case Workload page, Inactive tab

To search for a case within the workload, *type* the DoDAAC and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the referrals that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the DoDAAC and Case No. boxes and click the **filter** link.

The workload tabs now display all of your cases.

Topic Two – Creating a Case

Creating a Case

PLCOs and Administrators assign accepted inventory schedules to cases so that the items in the inventory schedules may be screened, requisitioned, or sold, then dispositioned. You can create a case by clicking either the **Create a Case** link on the Home Page or the **add case** link on the Case Workload page.

Creating a Case (Graphics 2.5.2 – 2.5.3)	
1.	*Start* from the **Home Page** (Graphic 2.5.2).
2.	*Click* the **Create a Case** link. The Create Case page appears (Graphic 2.5.3).

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Plant Clearance Officer Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
search inventory
Count
Inventory Withdrawal Requests submitted for your acceptance 2
Requisitions submitted for your review 2
Sales submitted for your review 2
Tasks
Create Inventory Schedule
Upload a Flat File
Copy Existing Inventory Schedule
Create a Case
Create a Referral
Perform Screener Role
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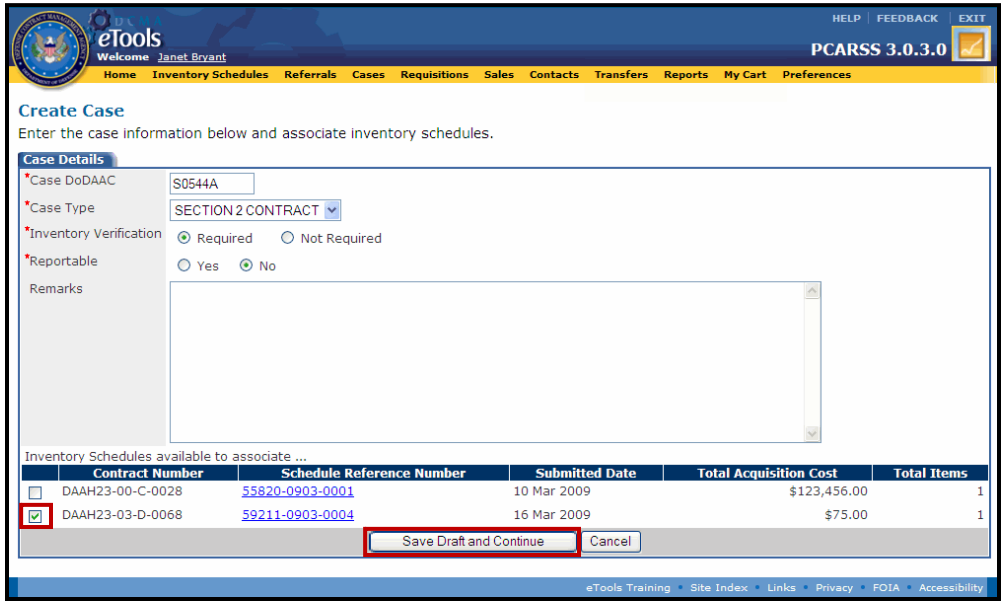
Graphic 2.5.2 : Plant Clearance Officer Home Page

Topic Two – Creating a Case

Creating a Case – Continued

Creating a Case (Graphics 2.5.2 – 2.5.3)	
3.	*Type* the **Case DoDAAC**. The 4 digit case number will be system generated using the next number available under the DoDAAC entered.
4.	*Select* the **Case Type**, whether or not **Inventory Verification** is required, and whether or not the case is **Reportable**.
5.	*Type* **comments** in the Remarks box.
6.	Check the box next to an inventory schedule to assign it. **Note**: All inventory schedules selected must be from the same prime contract, prime CAGE, 1st-tier subcontractor, 2nd-tier subcontractor, and location.
7.	*Click* the **Save Draft and Continue** button. The View Case Details page appears. The case is saved as a draft. A case number has been generated automatically for the new case. Case numbers are based on the following format: Your DoDAAC followed by a dash, a 3 digit sequence number beginning with 001, and the last digit of the current calendar year (e.g., S0544A-1658).


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Create Case
Enter the case information below and associate inventory schedules.
Case Details
*Case DoDAAC S0544A
*Case Type SECTION 2 CONTRACT
*Inventory Verification Required Not Required
*Reportable Yes No
Remarks
Inventory Schedules available to associate ...
Contract Number
Schedule Reference Number
Submitted Date
Total Acquisition Cost
Total Items
DAAH23-00-C-0028 55820-0903-0001 10 Mar 2009 $123,456.00 1
DAAH23-03-D-0068 59211-0903-0004 16 Mar 2009 $75.00 1
Save Draft and Continue
Cancel
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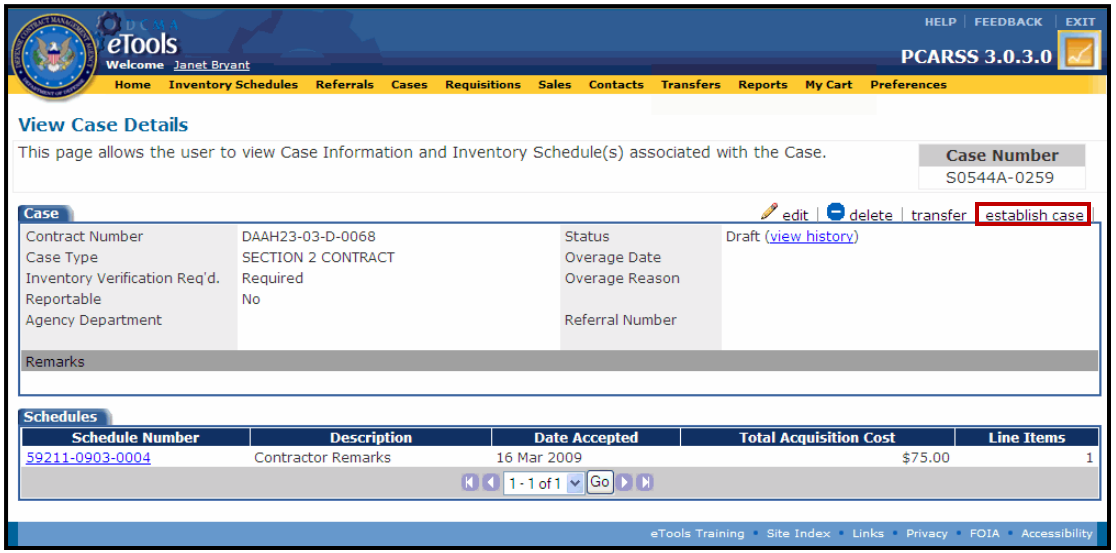
Graphic 2.5.3 : Create Case page

Topic Three – Establishing a Case

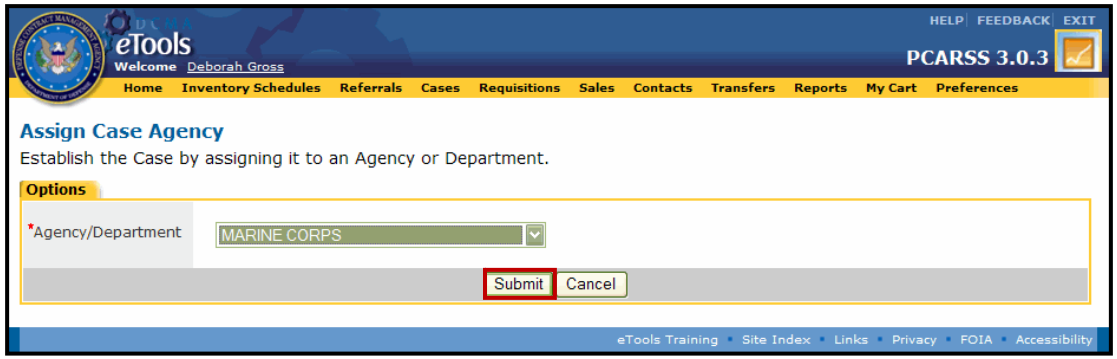
Establishing a Case

Establishing a case removes the case from Draft status and makes it active. Establishing a case makes the inventory in the case available for screening and disposition.

Establishing a Case (Graphics 2.5.4 – 2.5.5)	
1.	*Start* from the **Case Workload page**.
2.	*Select* the **Draft tab**.
3.	*Select* the **draft case** you wish to establish. The View Case Details page appears (Graphic 2.5.4).
4.	*Click* the **establish case** link. The Edit Case Agency page appears where you can assign the case an agency/department (Graphic 2.5.5).
5.	*Select* an **Agency/Department**.
6.	*Click* the **Submit** button. The View Case Details page appears.


eTools
Welcome Janet Bryant
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0544A-0259
Case
edit | delete | transfer | establish case
Contract Number DAAH23-03-D-0068
Case Type SECTION 2 CONTRACT
Inventory Verification Req'd. Required
Reportable No
Agency Department
Status Draft (view history)
Overage Date
Overage Reason
Referral Number
Remarks
Schedules
Schedule Number | Description | Date Accepted | Total Acquisition Cost | Line Items
59211-0903-0004 | Contractor Remarks | 16 Mar 2009 | $75.00 | 1
1 - 1 of 1 Go
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.5.4 : View Case Details page


eTools
Welcome Deborah Gross
HELP | FEEDBACK | EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Assign Case Agency
Establish the Case by assigning it to an Agency or Department.
Options
*Agency/Department MARINE CORPS
Submit Cancel
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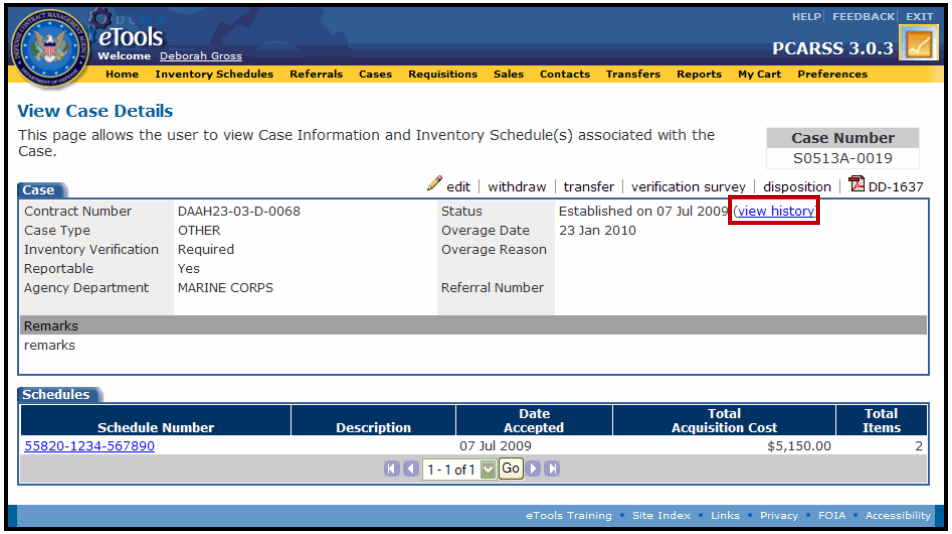
Graphic 2.5.5 : Assign Case Agency page

Topic Four – Viewing Case History

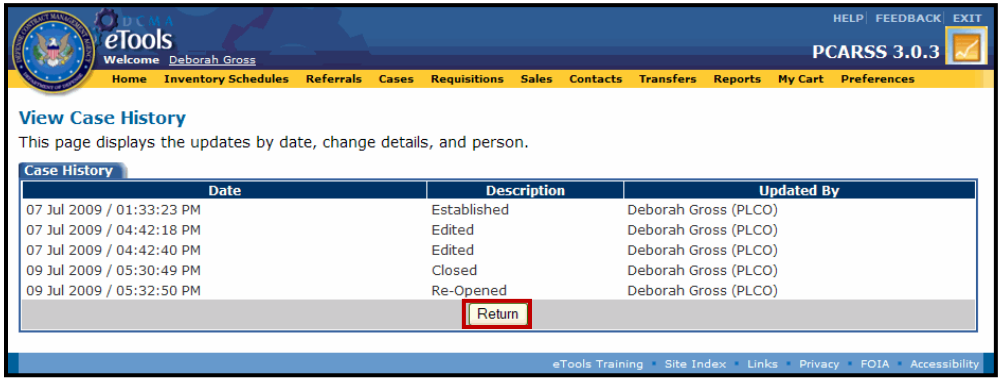
Viewing Case History

PLCOs and Administrators may view the history for any case. Information regarding any change made to the case appears on the View Case History page.

Viewing Case History (Graphics 2.5.6 – 2.5.7)	
1.	*Start* from the **Case Workload page**.
2.	*Select* a **case**. The View Case Details page appears (Graphic 2.5.6).
3.	*Click* the **view history** link to view the case's history. The View Case History page appears (Graphic 2.5.7).
4.	*Click* the **Return** button on the View Case History page to return to the View Case Details page.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition | DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Agency Department MARINE CORPS
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason
Referral Number
Remarks
remarks
Schedules
Schedule Number | Description | Date Accepted | Total Acquisition Cost | Total Items
55820-1234-567890 | 07 Jul 2009 | $5,150.00 | 2
1 - 1 of 1 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.6 : View Case Details page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case History
This page displays the updates by date, change details, and person.
Case History
Date | Description | Updated By
07 Jul 2009 / 01:33:23 PM | Established | Deborah Gross (PLCO)
07 Jul 2009 / 04:42:18 PM | Edited | Deborah Gross (PLCO)
07 Jul 2009 / 04:42:40 PM | Edited | Deborah Gross (PLCO)
09 Jul 2009 / 05:30:49 PM | Closed | Deborah Gross (PLCO)
09 Jul 2009 / 05:32:50 PM | Re-Opened | Deborah Gross (PLCO)
Return
eTools Training Site Index Links Privacy FOIA Accessibility

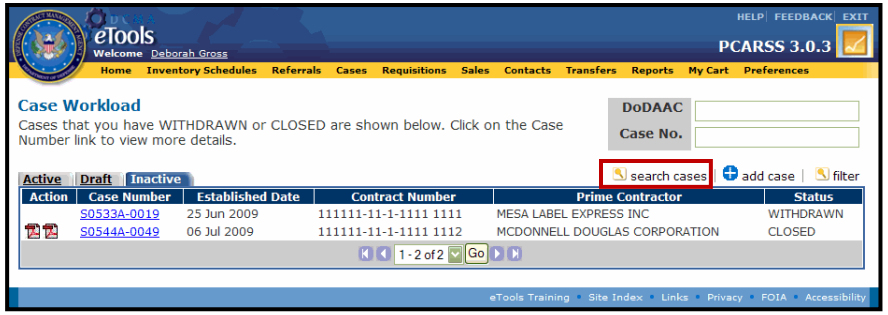
Graphic 2.5.7 : View Case History page

Topic Five – Searching for a Case

Searching for a Case

PLCOs and Administrators can search for any case in PCARSS. PLCOs can search for and view work belonging to other users, but they will have read-only access to the work that is not their own. Only PCARSS users with the Administrator role will be able to modify the work of any user.

Searching for a Case (Graphics 2.5.8 – 2.5.10)	
1.	*Start* from the **Case Workload page** (Graphic 2.5.8).
2.	*Click* the **search cases** link. The Search Cases page appears (Graphic 2.5.9).
3.	*Type* **search criteria** in at least one of the search fields to find the desired case.
4.	*Click* the **Search** button. The Case Search Results page appears (Graphic 2.5.10).
5.	*Select* a **case** to view the case details and inventory schedules assigned to the case.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Case Workload
Cases that you have WITHDRAWN or CLOSED are shown below. Click on the Case Number link to view more details.
DoDAAC
Case No.
search cases
add case
filter
Active Draft Inactive
Action Case Number Established Date Contract Number Prime Contractor Status
S0533A-0019 25 Jun 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC WITHDRAWN
S0544A-0049 06 Jul 2009 111111-11-1-1111 1112 MCDONNELL DOUGLAS CORPORATION CLOSED
1 - 2 of 2 Go
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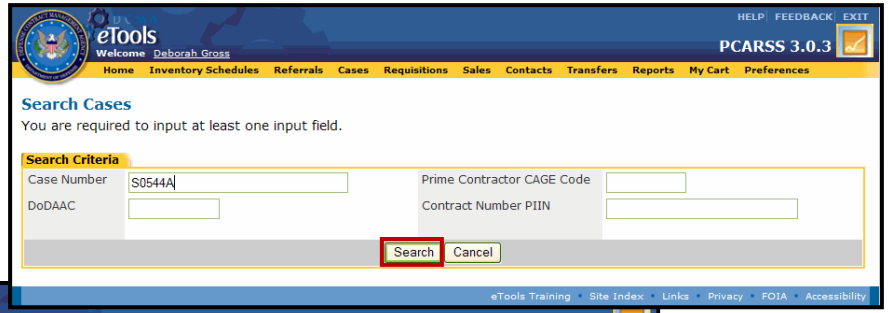
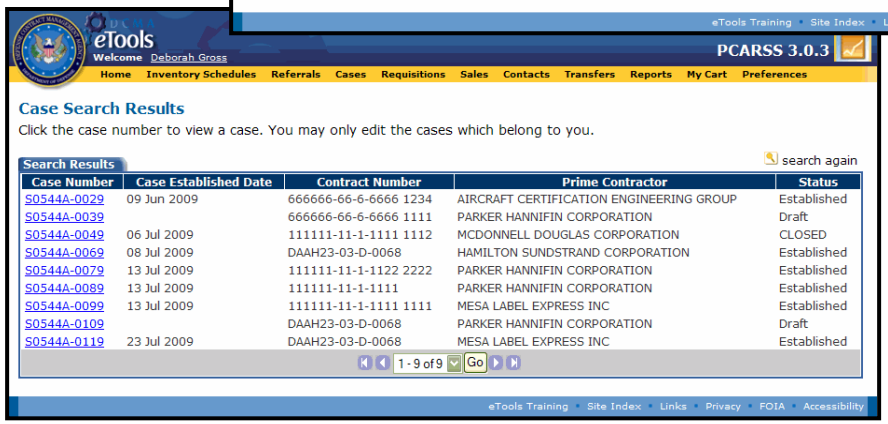
Graphic 2.5.8 : Case Workload page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Search Cases
You are required to input at least one input field.
Search Criteria
Case Number S0544A
DoDAAC
Prime Contractor CAGE Code
Contract Number PIIN
Search Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.9 : Search Cases page


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Case Search Results
Click the case number to view a case. You may only edit the cases which belong to you.
Search Results
search again
Case Number Case Established Date Contract Number Prime Contractor Status
S0544A-0029 09 Jun 2009 666666-66-6-6666 1234 AIRCRAFT CERTIFICATION ENGINEERING GROUP Established
S0544A-0039 666666-66-6-6666 1111 PARKER HANNIFIN CORPORATION Draft
S0544A-0049 06 Jul 2009 111111-11-1-1111 1112 MCDONNELL DOUGLAS CORPORATION CLOSED
S0544A-0069 08 Jul 2009 DAAH23-03-D-0068 HAMILTON SUNDSTRAND CORPORATION Established
S0544A-0079 13 Jul 2009 111111-11-1-1122 2222 PARKER HANNIFIN CORPORATION Established
S0544A-0089 13 Jul 2009 111111-11-1-1111 PARKER HANNIFIN CORPORATION Established
S0544A-0099 13 Jul 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC Established
S0544A-0109 DAAH23-03-D-0068 PARKER HANNIFIN CORPORATION Draft
S0544A-0119 23 Jul 2009 DAAH23-03-D-0068 MESA LABEL EXPRESS INC Established
1 - 9 of 9 Go
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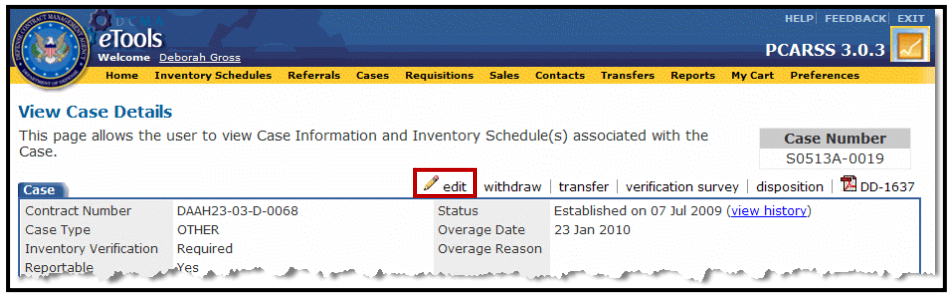
Graphic 2.5.10 : Case Search Results page

Topic Six– Editing a Case

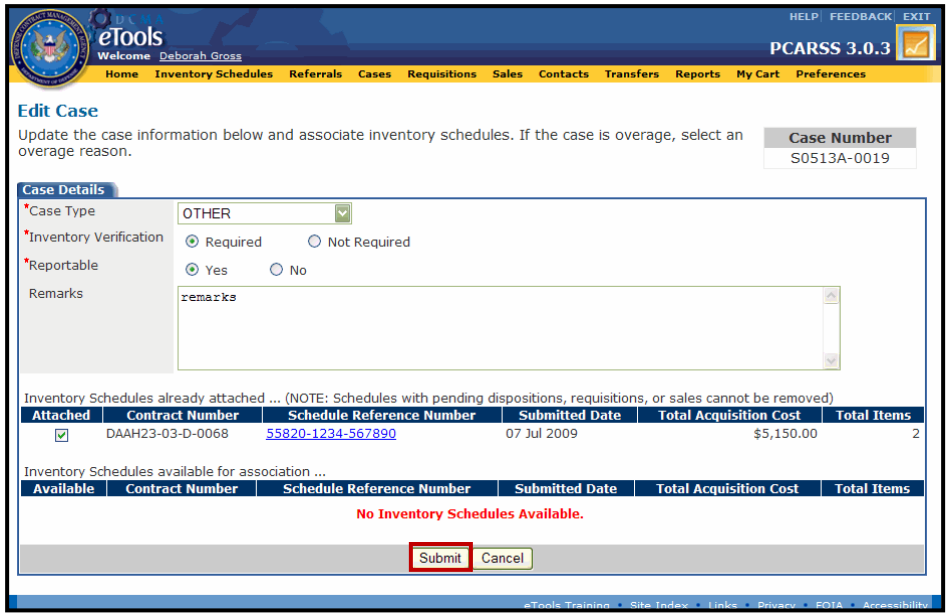
Editing a Case

PLCOs and Administrators may edit the cases in their case workloads during any status except for Closed status.

Editing a Case (Graphics 2.5.11 – 2.5.12)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.11).
2.	*Click* the **edit** link. The Edit Case page appears (Graphic 2.5.12).
3.	*Edit* the **necessary** information.
4.	*Select* an **Overage Reason** if necessary. **Note**: The Overage Reason drop-down list appears on the Edit Case page if the case is overage. An overage reason must be selected for overage cases.
5.	*Associate* or *disassociate* **inventory schedules** if necessary. **Note**: Once an inventory schedule is detached from the case, it will go back to Accepted status and be available to assign to another case. If you remove all the inventory schedules from the case, the case will revert to Draft status.
6.	*Click* the **Submit** button.


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
edit withdraw transfer verification survey disposition DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.11 : View Case Details page


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Edit Case
Update the case information below and associate inventory schedules. If the case is overage, select an overage reason.
Case Number
S0513A-0019
Case Details
Case Type OTHER
Inventory Verification Required Not Required
Reportable Yes No
Remarks remarks
Inventory Schedules already attached ... (NOTE: Schedules with pending dispositions, requisitions, or sales cannot be removed)
Attached Contract Number Schedule Reference Number Submitted Date Total Acquisition Cost Total Items
DAAH23-03-D-0068 55820-1234-567890 07 Jul 2009 $5,150.00 2
Inventory Schedules available for association ...
Available Contract Number Schedule Reference Number Submitted Date Total Acquisition Cost Total Items
No Inventory Schedules Available.
Submit Cancel

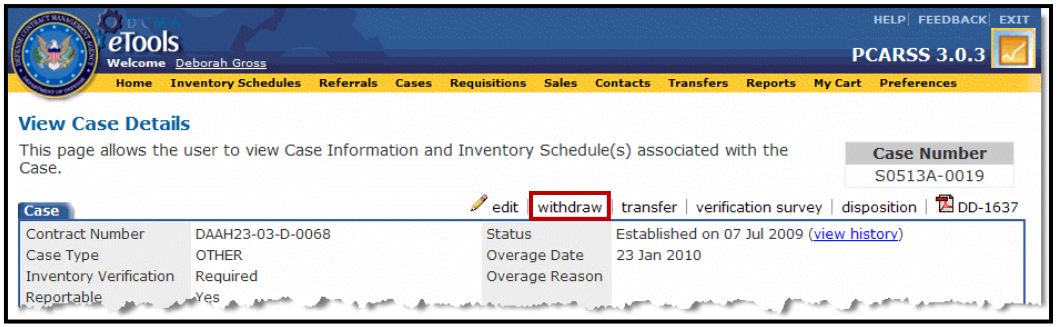
Graphic 2.5.12 : Edit Case page

Topic Seven – Withdrawing a Case

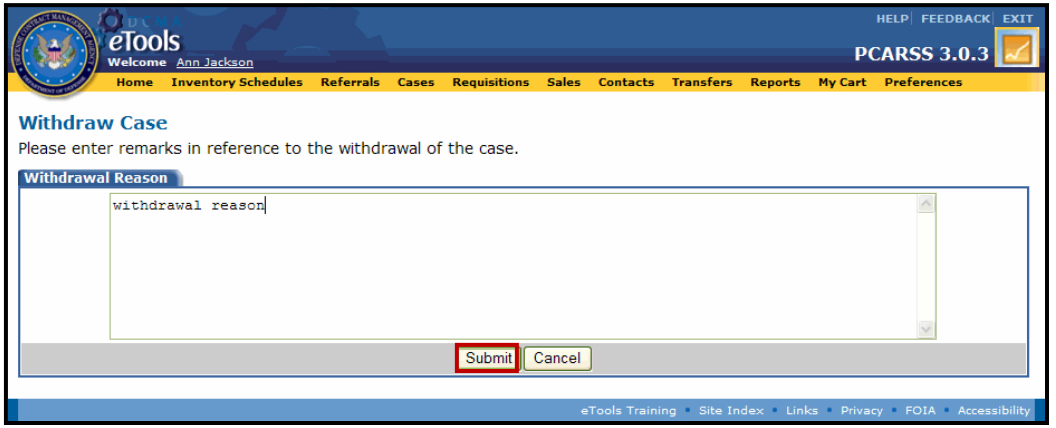
Withdrawing a Case

The PLCO or Administrator can withdraw a case unless any item on an inventory schedule on the case has a disposition code, requisition, or sale associated with it.

Withdrawing a Case (Graphics 2.5.13 – 2.5.14)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.13).
2.	*Click* the **withdraw** link. The Withdraw Case Comments page appears (Graphic 2.5.14).
3.	*Type* **comments** regarding the withdrawal.
4.	*Click* the **Submit** button. The withdrawn case appears under the Inactive tab of the Case Workload. All items on the case are marked with WD disposal code.


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit withdraw transfer verification survey disposition DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.13 : View Case Details page (top)


HELP FEEDBACK EXIT
eTools
Welcome Ann Jackson
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Withdraw Case
Please enter remarks in reference to the withdrawal of the case.
Withdrawal Reason
withdrawal reason
Submit Cancel
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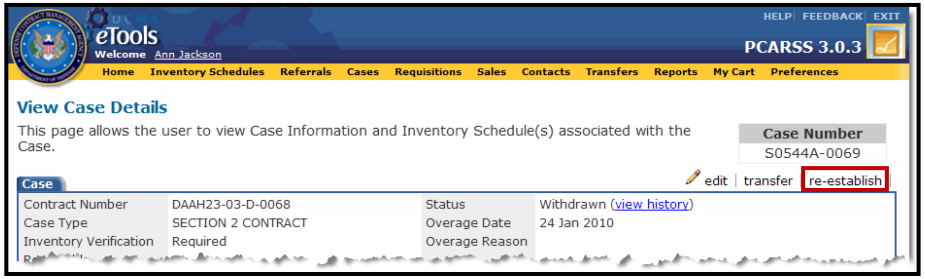
Graphic 2.5.14 : Withdraw Case

Topic Eight – Re-establishing a Withdrawn Case

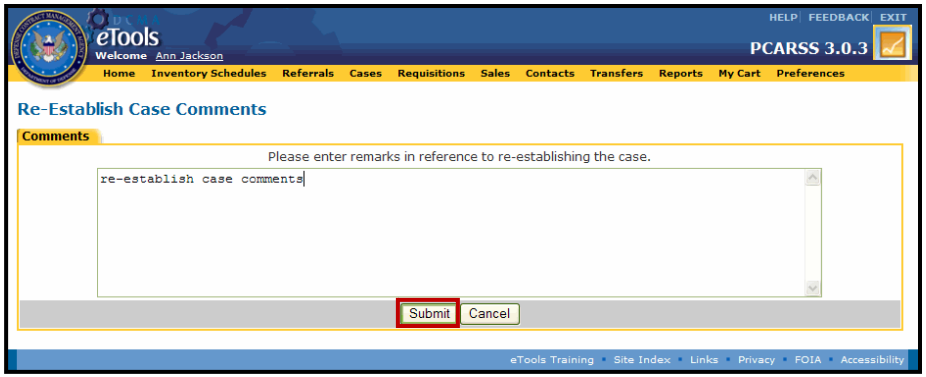
Re-establishing a Withdrawn Case

A withdrawn case may be re-established if you wish to make it active again. After a case is withdrawn, it has Withdrawn status and appears under the Inactive tab of the Case Workload.

Re-establishing a Withdrawn Case (Graphics 2.5.14 – 2.5.15)	
1.	*Start* from the **Case Workload page**.
2.	*Select* the **Inactive tab**.
3.	*Select* a **withdrawn case**. The View Case Details page appears (Graphic 2.5.14).
4.	*Click* the **re-establish** link. The Re-establish Case Comments page appears (Graphic 2.5.15).
5.	*Type* **comments** regarding the re-establishment.
6.	*Click* the **Submit** button. The View Case Details page appears and displays the re-establish comments in the Reopen Reason field. The WD disposal code can be removed to change disposition for all or select items. The original established date is also retained.


eTools
Welcome Ann Jackson
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0544A-0069
edit transfer re-establish
Case
Contract Number DAAH23-03-D-0068
Case Type SECTION 2 CONTRACT
Inventory Verification Required
Status Withdrawn (view history)
Overage Date 24 Jan 2010
Overage Reason

Graphic 2.5.14 : View Case Details page (top)


eTools
Welcome Ann Jackson
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Re-Establish Case Comments
Comments
Please enter remarks in reference to re-establishing the case.
re-establish case comments
Submit Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

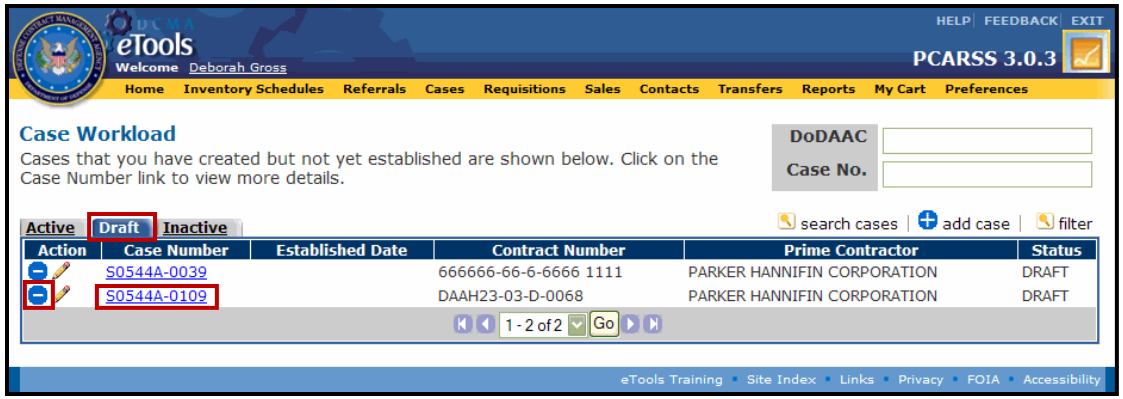
Graphic 2.5.15 : Re-establish Case Comments page

Topic Nine – Deleting a Case

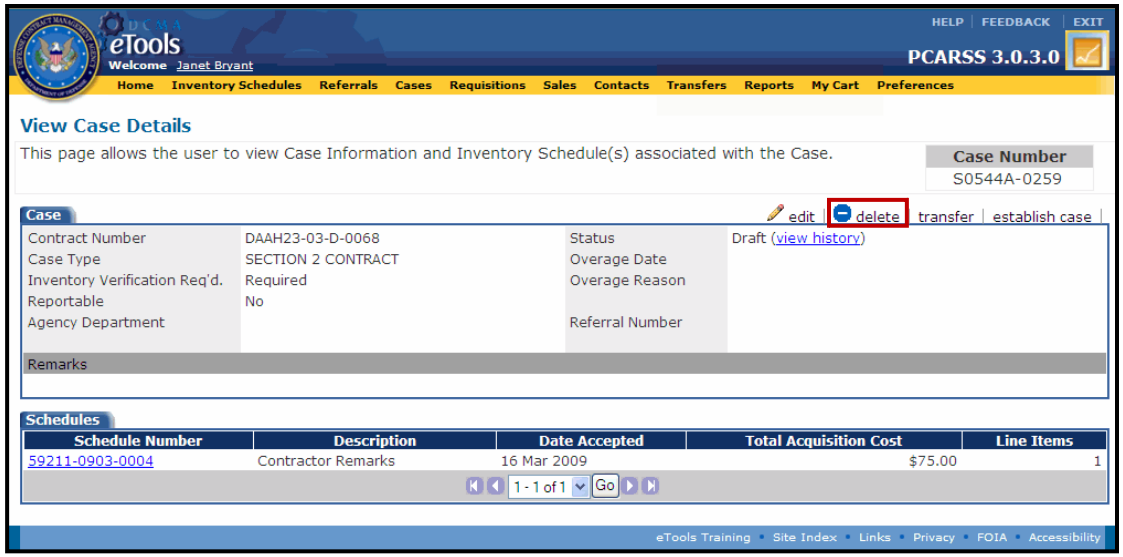
Deleting a Case

PLCOs and Administrators may only delete cases in Draft status. Remember that once you delete a case, you will not be able to retrieve it. Note: To delete an active case, you must remove all the inventory schedules to put the case back into draft status.

Deleting a Case (Graphics 2.5.16 – 2.5.17)	
1.	*Start* from the **Case Workload page** (Graphic 2.5.16).
2.	*Select* the **Draft tab**.
3.	*Select a* **draft case**. The View Case Details page appears (Graphic 2.5.17). **Note**: You can also delete the case from the Case Workload page using the icon.
4.	*Click* the **delete** link. A pop-up window appears, asking you to confirm the deletion.
5.	*Click* the **OK** button on the pop-up window. The case is deleted and no longer appears in your Case Workload.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Case Workload
Cases that you have created but not yet established are shown below. Click on the Case Number link to view more details.
DoDAAC
Case No.
Active Draft Inactive
search cases add case filter
Action Case Number Established Date Contract Number Prime Contractor Status
S0544A-0039 666666-66-6-6666 1111 PARKER HANNIFIN CORPORATION DRAFT
S0544A-0109 DAAH23-03-D-0068 PARKER HANNIFIN CORPORATION DRAFT
1 - 2 of 2 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.16 : Case Workload page, Draft tab


eTools
Welcome Janet Bryant
HELP FEEDBACK EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0544A-0259
Case
edit delete transfer establish case
Contract Number DAAH23-03-D-0068
Case Type SECTION 2 CONTRACT
Inventory Verification Req'd. Required
Reportable No
Agency Department
Status Draft (view history)
Overage Date
Overage Reason
Referral Number
Remarks
Schedules
Schedule Number Description Date Accepted Total Acquisition Cost Line Items
59211-0903-0004 Contractor Remarks 16 Mar 2009 $75.00 1
1 - 1 of 1 Go
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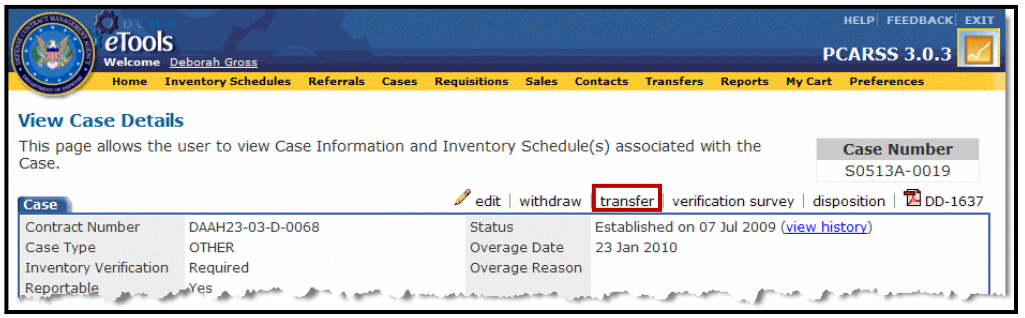
Graphic 2.5.17 : View Case Details page

Topic Ten – Transferring an Individual Case

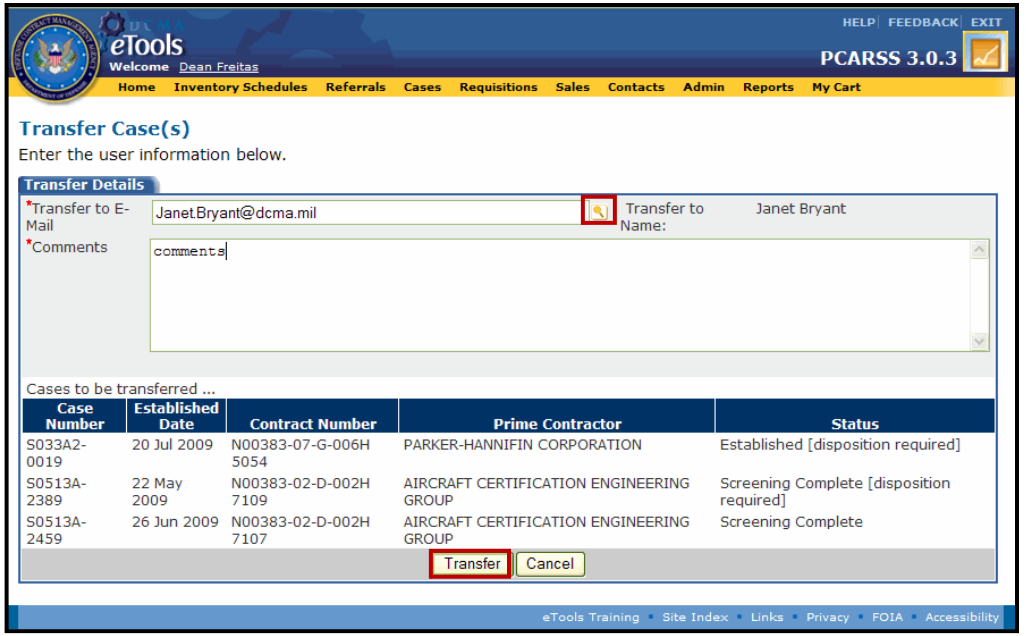
Transferring an Individual Case

Transferring an individual case will also transfer all of its associated inventory schedules, referrals, requisitions, and sales.
PLCOs and Administrators may transfer one or more cases using the transfer function in PCARSS (see the Transfers lesson in the PLCO module), or they may transfer an individual case from the case's View Case Details page.

Transferring an Individual Case (Graphics 2.5.18 – 2.5.20)	
1.	*Start* from the **Case Workload page**.
2.	*Select* a **case** to transfer. The View Case Details page appears (Graphic 2.5.18).
3.	Click the **transfer** link. The Transfer Case page appears (Graphic 2.5.19).
4.	*Type* the **E-Mail address** of the PLCO who will receive the case in the Transfer to E-Mail box.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition | DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.18 : View Case Details page (top)


eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Transfer Case(s)
Enter the user information below.
Transfer Details
*Transfer to E-Mail Janet.Bryant@dcma.mil
Transfer to Name: Janet Bryant
*Comments comments
Cases to be transferred ...
Case Number | Established Date | Contract Number | Prime Contractor | Status
S033A2-0019 | 20 Jul 2009 | N00383-07-G-006H 5054 | PARKER-HANNIFIN CORPORATION | Established [disposition required]
S0513A-2389 | 22 May 2009 | N00383-02-D-002H 7109 | AIRCRAFT CERTIFICATION ENGINEERING GROUP | Screening Complete [disposition required]
S0513A-2459 | 26 Jun 2009 | N00383-02-D-002H 7107 | AIRCRAFT CERTIFICATION ENGINEERING GROUP | Screening Complete
Transfer Cancel
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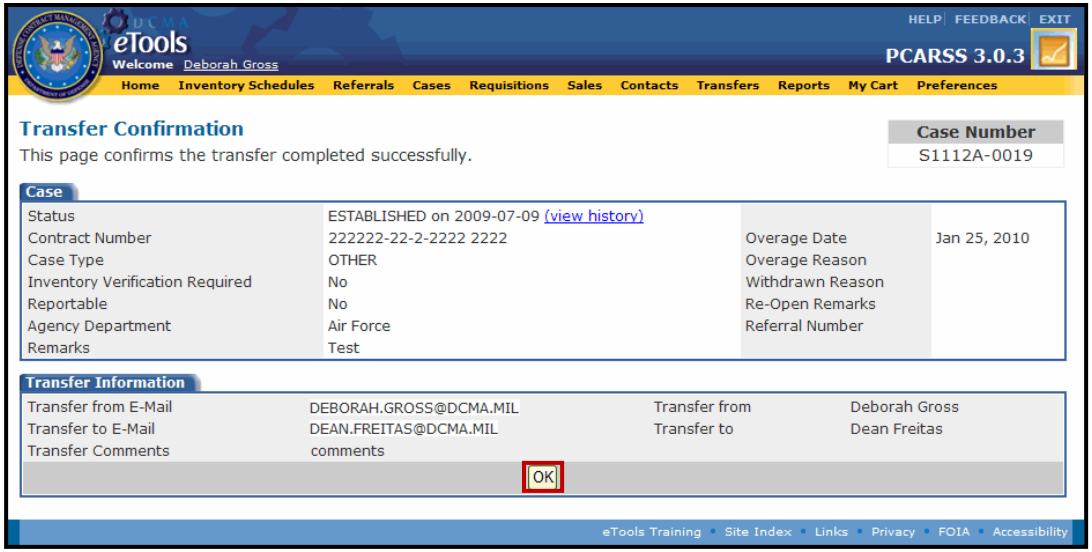
Graphic 2.5.19 : Transfer Cases page

Topic Ten – Transferring an Individual Case

Transferring an Individual Case – Continued

Transferring an Individual Case (Graphics 2.5.18 – 2.5.20)	
5.	*Click* the icon. PCARSS will search for the user in the database and populate his or her name next to the text box.
6.	*Type* **comments** in the Comments box.
7.	*Click* the **Transfer** button. The Transfer Confirmation page appears (Graphic 2.5.20).
8.	*Click* the **OK** button. The case and any associated inventory schedules, referrals, requisitions, and sales have been removed from your workloads and transferred to the specified user.

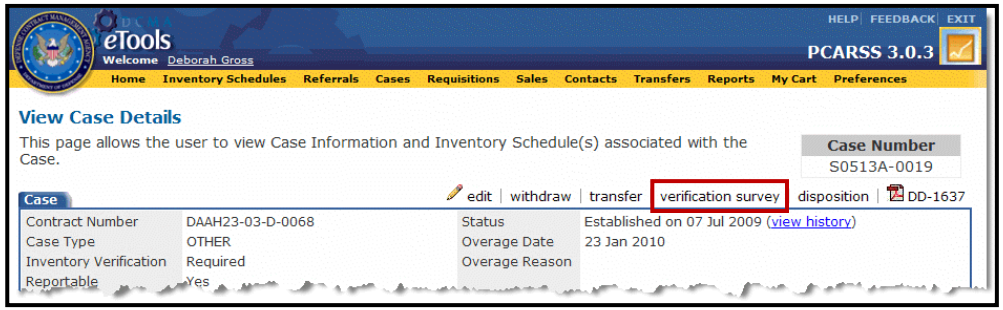


Graphic 2.5.20 : Transfer Confirmation page

Completing an Inventory Verification Survey

If the completion of an inventory verification survey is required for a case, the PLCO or Administrator will not be able to close the case until the survey is completed. The PLCO or Administrator may complete the survey or send it to the Quality Assurance Representative for completion. Remember that you cannot begin the inventory survey process until the case has been established.

Completing an Inventory Verification Survey (Graphics 2.5.21 – 2.5.24)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.21).
2.	*Click* the **verification survey** link. The Create Inventory Verification Survey page appears (Graphic 2.5.22).

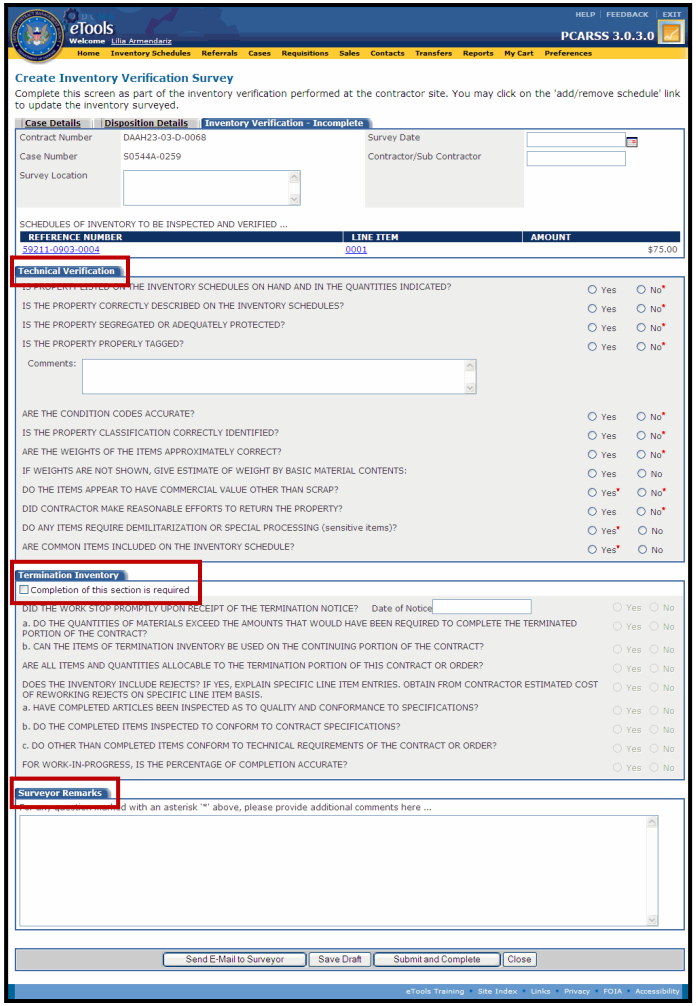

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition | DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.21 : View Case Details page (top)

Topic Eleven – Completing an Inventory Verification Survey

Completing an Inventory Verification Survey – Continued

Completing an Inventory Verification Survey (Graphics 2.5.21 – 2.5.24)	
3.	*Answer* the **questions** in the Technical Verification section. An asterisk denotes that if you choose that answer, you must provide a comment regarding it in the Surveyor Remarks box at the bottom of the page.
4.	*Check* the **Completion of this section is required checkbox** at the top of the Termination Inventory section if answers to the questions in the Termination Inventory section are required. When this box is checked, the answers to the question in this section become available for selection.
5.	*Answer* the **questions** in the Termination Inventory Section. An asterisk denotes that if you choose that answer, you must provide a comment regarding it in the Surveyor Remarks box at the bottom of the page.

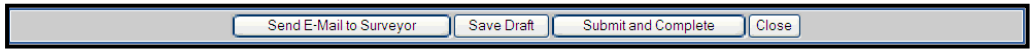


Graphic 2.5.22 : Create Inventory Verification Survey page

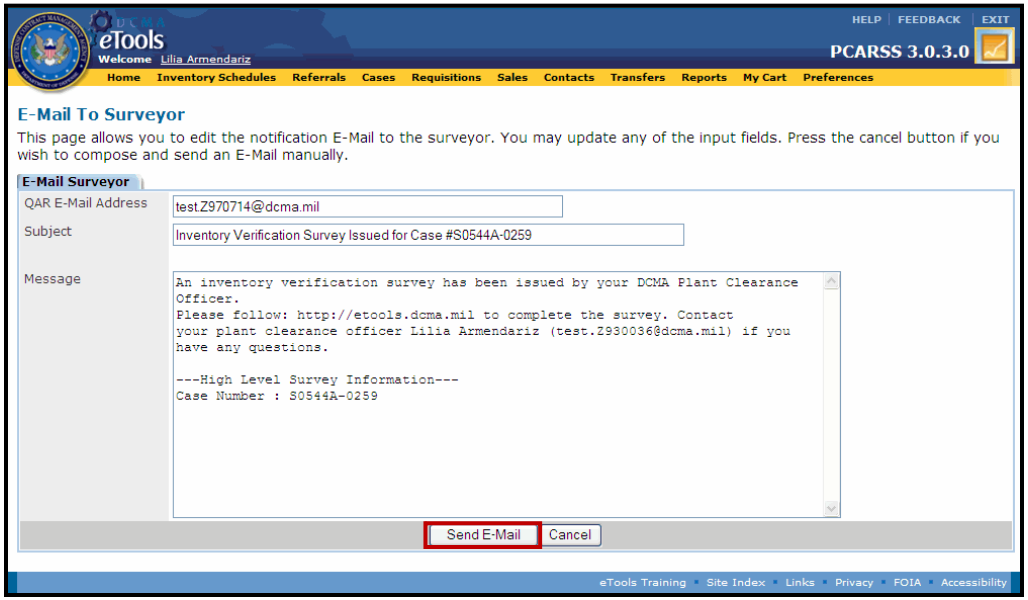
Topic Eleven – Completing an Inventory Verification Survey

Completing an Inventory Verification Survey – Continued

Completing an Inventory Verification Survey (Graphics 5.1.5-5.1.8)
Click the **Save Draft** button to save the survey as a draft and work on it again later.
Click the **Submit and Complete** button to submit and complete the survey.
Click the **Close** button to exit the survey and return to the View Case Details page.
Click the **Send E-Mail to Surveyor** button to send the survey to a Quality Assurance Representative (QAR) for completion. The E-Mail to Surveyor page appears (Graphic 5.1.8). *Type* the **QAR's E-Mail address** in the QAR E-Mail Address box. Note that you can only type one E-Mail address in this box. *Click* the **Send E-Mail** button.



Graphic 2.5.23 : Create Inventory Verification Survey page buttons


eTools
Welcome Lilia Armendariz
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
E-Mail To Surveyor
This page allows you to edit the notification E-Mail to the surveyor. You may update any of the input fields. Press the cancel button if you wish to compose and send an E-Mail manually.
E-Mail Surveyor
QAR E-Mail Address
test.Z970714@dcma.mil
Subject
Inventory Verification Survey Issued for Case #S0544A-0259
Message
An inventory verification survey has been issued by your DCMA Plant Clearance Officer.
Please follow: http://etools.dcma.mil to complete the survey. Contact your plant clearance officer Lilia Armendariz (test.Z930036@dcma.mil) if you have any questions.
---High Level Survey Information---
Case Number : S0544A-0259
Send E-Mail
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

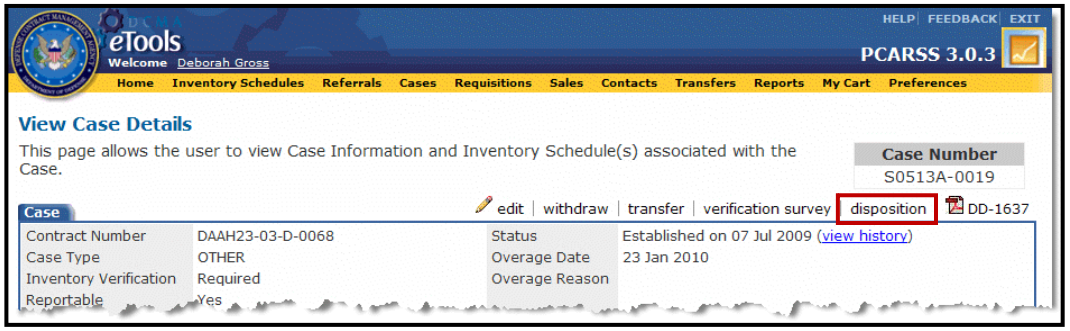
Graphic 2.5.24 : E-Mail to Surveyor page

Topic Twelve – Assigning a Disposition Code

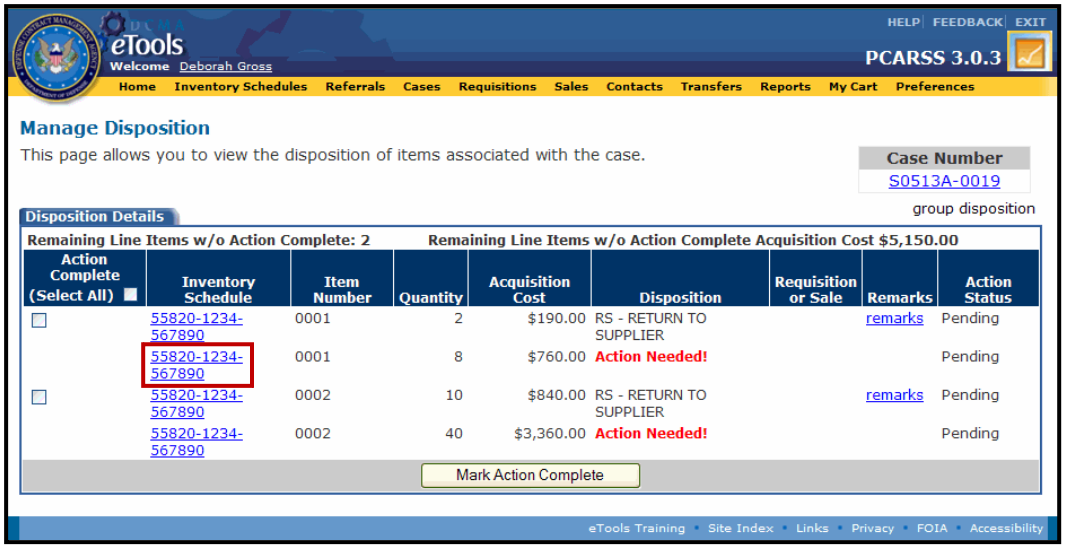
Assigning a Disposition Code

The PLCO or Administrator may issue a disposition for items in a case that are not going to be sold or requisitioned. The disposition may be issued for either a full or partial quantity of the item.

Assigning a Disposition Code (Graphics 2.5.25 – 2.5.29)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.25).
2.	*Click* the **disposition** link. The Manage Disposition page appears (Graphic 2.5.26).
3.	*Click* the **link on the inventory schedule number** for an item that has the Action Needed! status in the Disposition column. The Update Disposition page appears (Graphic 2.5.26).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition
DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.25 : View Case Details page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0513A-0019
group disposition
Disposition Details
Remaining Line Items w/o Action Complete: 2
Remaining Line Items w/o Action Complete Acquisition Cost $5,150.00
Action Complete (Select All)
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition or Sale
Remarks
Action Status
55820-1234-567890 0001 2 $190.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0001 8 $760.00 Action Needed! Pending
55820-1234-567890 0002 10 $840.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0002 40 $3,360.00 Action Needed! Pending
Mark Action Complete
eTools Training Site Index Links Privacy FOIA Accessibility

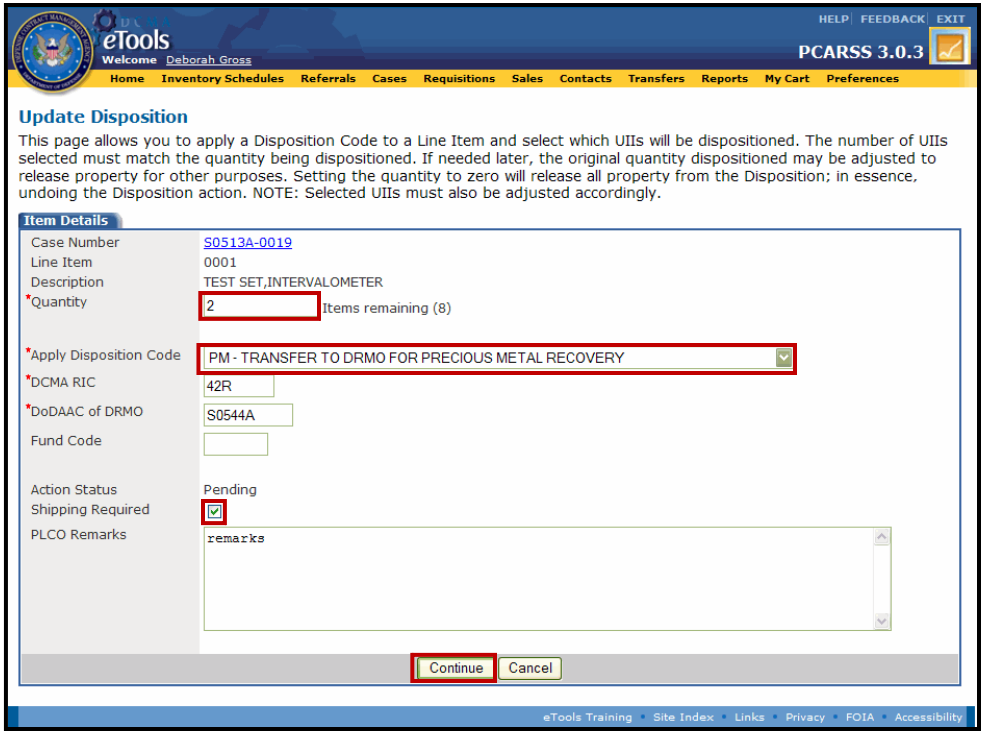
Graphic 2.5.26 : Manage Disposition page

Topic Twelve – Assigning a Disposition Code

Assigning a Disposition Code – Continued

The Update Disposition page allows you to type a quantity for disposition and apply a disposition code to the line item.

Assigning a Disposition Code (Graphics 2.5.25 – 2.5.29)	
4.	*Type* the **quantity** you would like to disposition in the Quantity box.
5.	*Select* the **disposition code**. **Note**: Additional fields may appear based on the disposition code you select.
6.	*Check* the **Shipping Required box** if shipping is required for the disposition.
7.	*Type* **comments** relevant to the disposition in the PLCO Remarks box.
8.	*Click* the **Continue** button. The Disposition – Assign UII page appears (Graphic 2.5.28) if the item has UIIs and you are dispositioning a partial quantity. Otherwise, the Disposition Shipping Information page will appear if shipping is required (Graphic 2.5.29). If shipping is not required AND the item has no UIIs or you are dispositioning full quantity, the Manage Disposition page appears and the disposition code is issued.

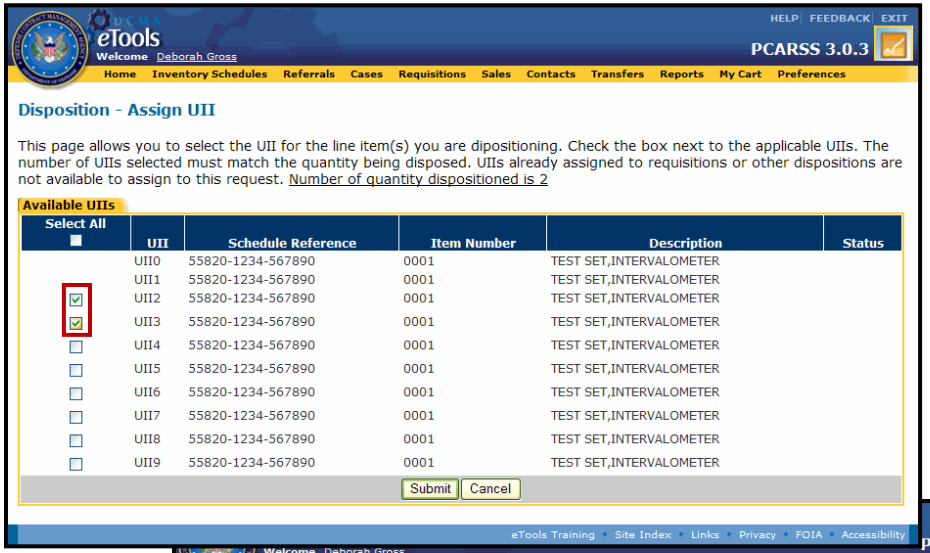

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Disposition
This page allows you to apply a Disposition Code to a Line Item and select which UIIs will be dispositioned. The number of UIIs selected must match the quantity being dispositioned. If needed later, the original quantity dispositioned may be adjusted to release property for other purposes. Setting the quantity to zero will release all property from the Disposition; in essence, undoing the Disposition action. NOTE: Selected UIIs must also be adjusted accordingly.
Item Details
Case Number S0513A-0019
Line Item 0001
Description TEST SET,INTERVALOMETER
*Quantity 2 Items remaining (8)
*Apply Disposition Code PM - TRANSFER TO DRMO FOR PRECIOUS METAL RECOVERY
*DCMA RIC 42R
*DoDAAC of DRMO S0544A
Fund Code
Action Status Pending
Shipping Required
PLCO Remarks remarks
Continue Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.27 : Update Disposition page

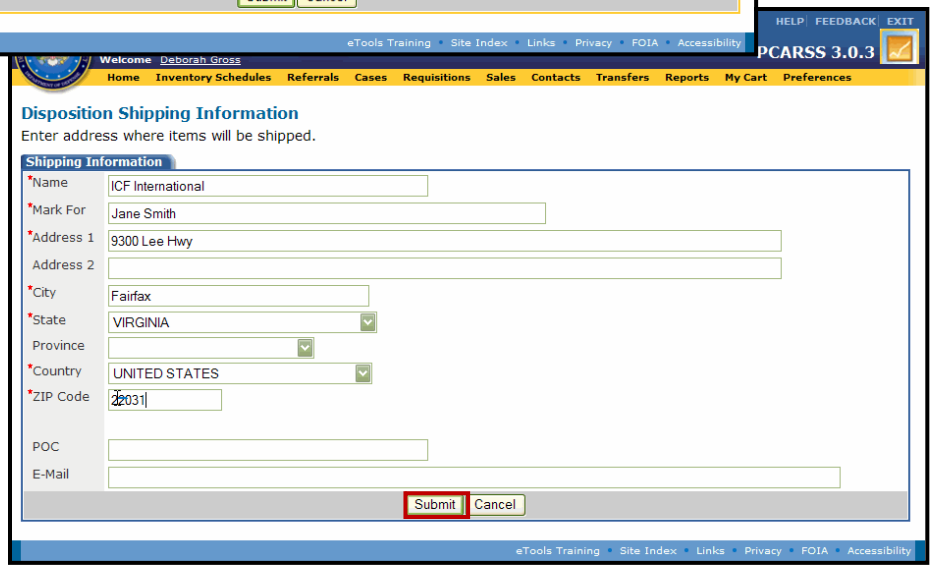
Topic Twelve – Assigning a Disposition Code

Assigning a Disposition Code

Assigning a Disposition Code (Graphics 2.5.25 – 2.5.29)	
9.	*Check* the **boxes** next to the UIIs you wish to disposition on the Disposition – Assign UII page.
10.	*Click* the **Submit** button. If shipping is required, the Disposition Shipping Information page appears (Graphic 2.5.29). Otherwise, the Manage Disposition page appears and the disposition code is issued.
11.	*Type* **information** in the required fields on the Disposition Shipping Information page.
12.	*Click* the **Submit** button. The Manage Disposition page appears and the disposition code is issued.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Disposition - Assign UII
This page allows you to select the UII for the line item(s) you are dispositioning. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being disposed. UIIs already assigned to requisitions or other dispositions are not available to assign to this request. Number of quantity dispositioned is 2
Available UIIs
Select All
UII Schedule Reference Item Number Description Status
UII0 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII1 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII2 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII3 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII4 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII5 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII6 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII7 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII8 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII9 55820-1234-567890 0001 TEST SET,INTERVALOMETER
Submit Cancel

Graphic 2.5.28 : Disposition – Assign UII page



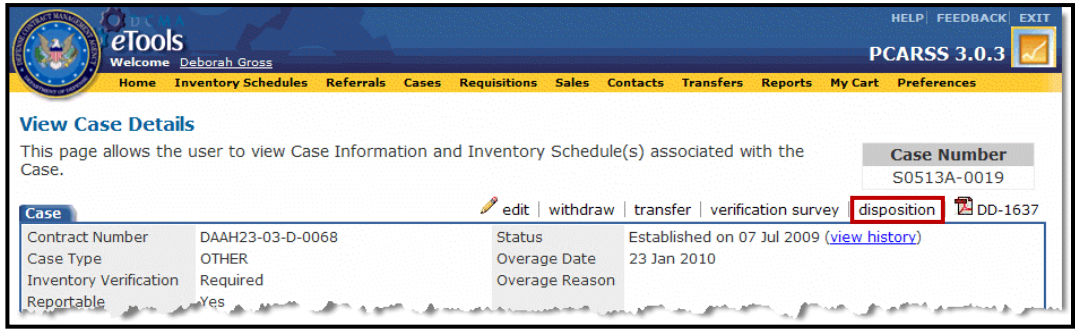
Graphic 2.5.29 : Disposition Shipping Information page

Topic Thirteen – Issuing a Group Disposition

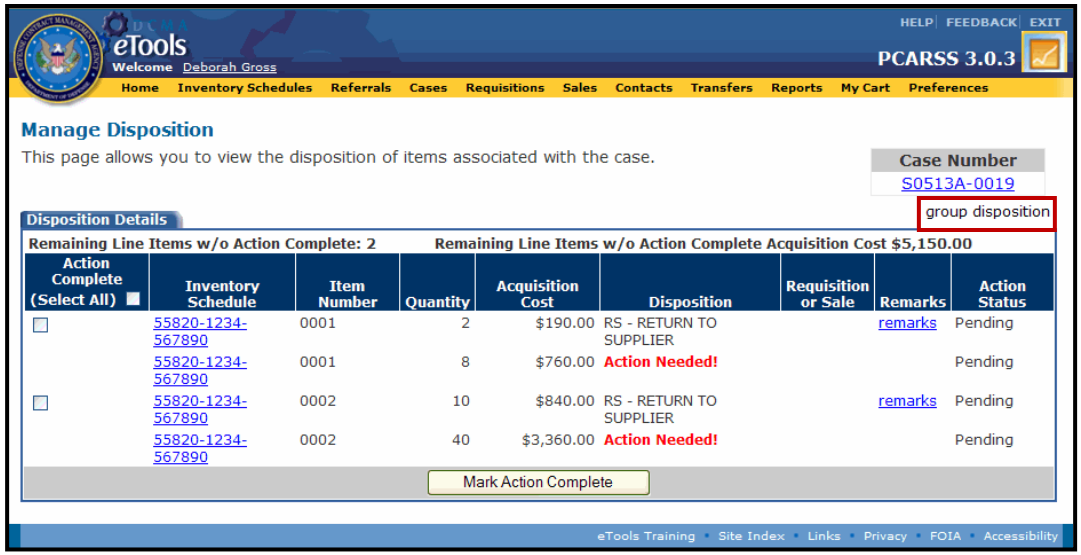
Issuing a Group Disposition

Issuing a group disposition is similar to assigning a disposition code, except in a group disposition you may apply one disposition code to more than one item on one or all of the inventory schedules.

Issuing a Group Disposition (Graphics 2.5.30 – 2.5.34)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.30).
2.	*Click* the **disposition** link. The Manage Disposition page appears (Graphic 2.5.31).
3.	*Click* the **group disposition** link. The Group Update page appears (Graphic 2.5.32).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition | DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.30 : View Case Details page (top)


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0513A-0019
group disposition
Disposition Details
Remaining Line Items w/o Action Complete: 2
Remaining Line Items w/o Action Complete Acquisition Cost $5,150.00
Action Complete (Select All)
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition or Sale
Remarks
Action Status
55820-1234-567890 0001 2 $190.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0001 8 $760.00 Action Needed! Pending
55820-1234-567890 0002 10 $840.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0002 40 $3,360.00 Action Needed! Pending
Mark Action Complete
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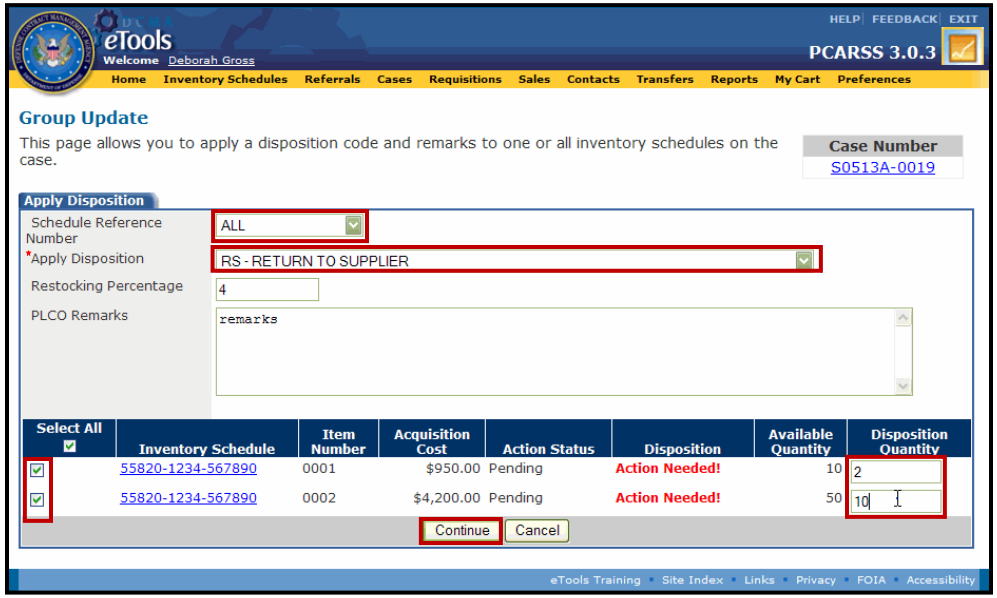
Graphic 2.5.31 : Manage Disposition page

Topic Thirteen – Issuing a Group Disposition

Issuing a Group Disposition – Continued

Issuing a Group Disposition (Graphics 2.5.30 – 2.5.34)	
4.	*Select* the **schedule reference number** if the items you are dispositioning are all associated with the same inventory schedule.
5.	*Select* the **disposition code**. **Note**: Additional fields may appear based on the disposition code you select. If you choose either the MO – Transfer to DRMO or PM – Transfer to DRMO for Precious Metal Recovery disposition codes, you will be required to enter disposition shipping information.
6.	*Type* **comments** relevant to the disposition in the PLCO Remarks box.
7.	*Check* the boxes next to the items you wish to disposition. **Note**: The full available quantity is automatically populated in the Disposition Quantity box upon selecting the item.
8.	*Modify* the **disposition quantities**, if necessary.

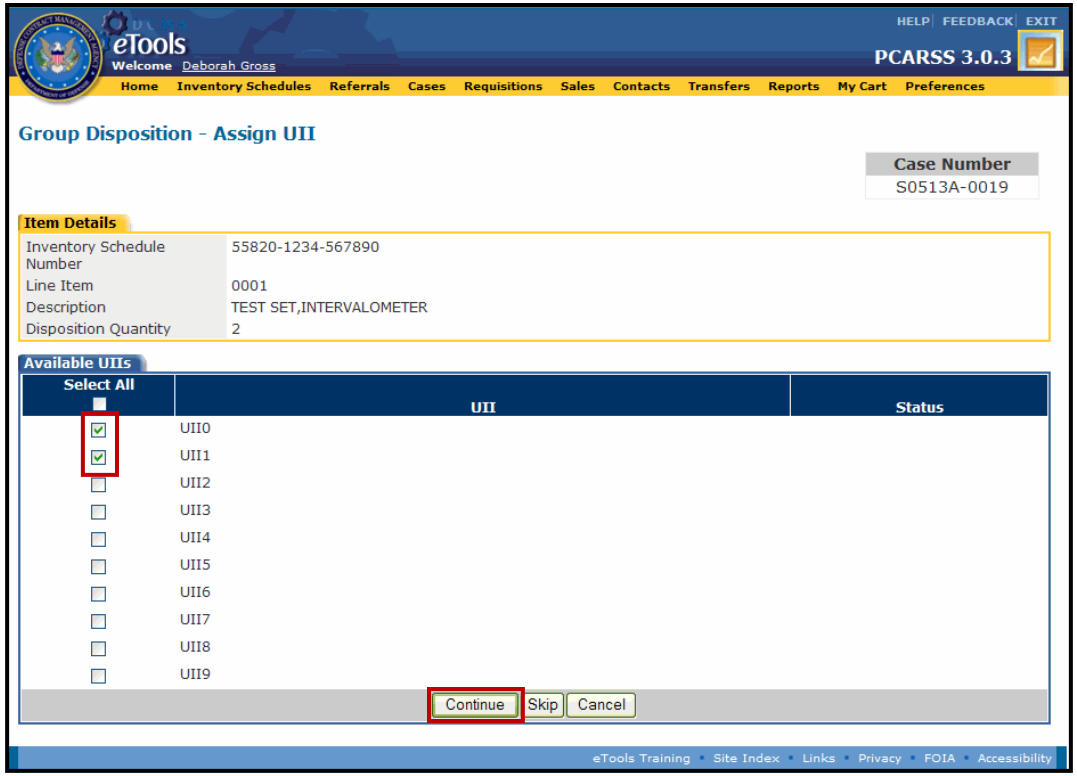


Graphic 2.5.32 : Group Update page

Topic Thirteen – Issuing a Group Disposition

Issuing a Group Disposition – Continued

Issuing a Group Disposition (Graphics 2.5.30 – 2.5.34)	
9.	*Click* the **Continue** button. The Group Disposition – Assign UII page appears (Graphic 2.5.33) if any of the items have UIIs and you are dispositioning a partial quantity of the item. Otherwise, the Disposition Shipping Information page will appear if shipping is required (Graphic 2.5.34). If shipping is not required AND the item has no UIIs or you are dispositioning full quantity, the Manage Disposition page appears and the disposition code is issued.
10.	*Check* the **boxes** next to the UIIs you wish to assign to the specified item's disposition on the Disposition – Assign UII page.
11.	*Click* the **Continue** button. If there is another item on the requisition with UIIs and a partial quantity, the Group Disposition – Assign UII page will appear again, displaying a UII selection for that item. **Note**: You may click the **Skip** button to

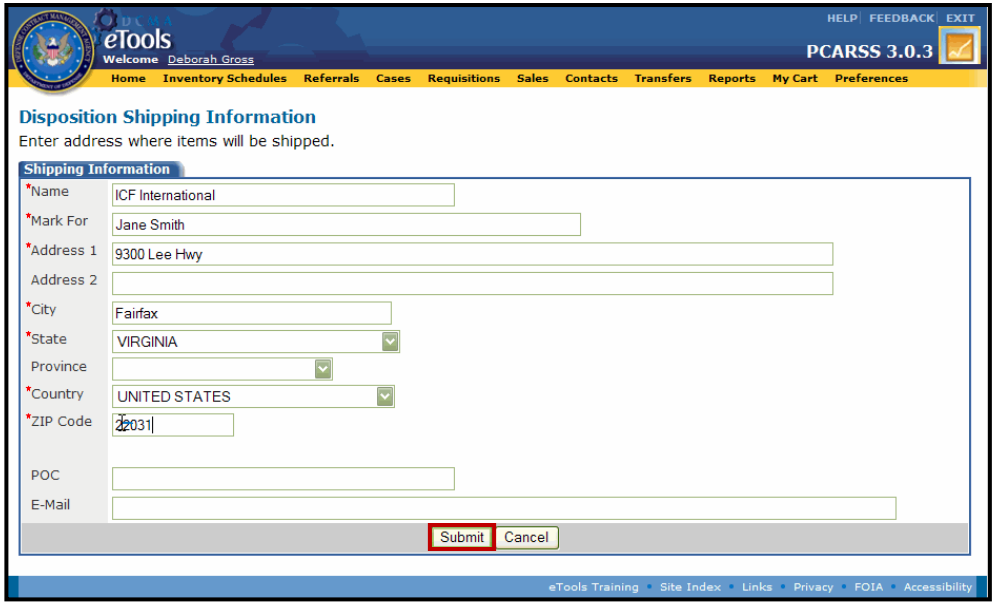


Graphic 2.5.33 : Group Disposition – Assign UII page

Topic Thirteen – Issuing a Group Disposition

Issuing a Group Disposition – Continued

Issuing a Group Final Disposition (Graphics 2.5.30 – 2.5.34)	
12.	*Click* the **Submit** button. If shipping is required, the Disposition Shipping Information page appears (Graphic 2.5.34). Otherwise, the Manage Disposition page appears and the disposition code is issued.
13.	*Type* **information** in the required fields on the Disposition Shipping Information page.
14.	*Click* the **Submit** button. The Manage Disposition page appears and the disposition code is issued.
15.	*Type* **information** in the required fields on the Disposition Shipping Information page.



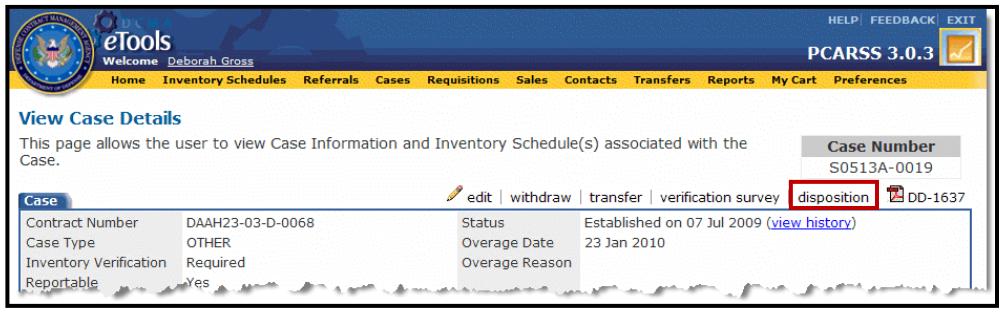
Graphic 2.5.34 : Disposition Shipping Information page

Topic Fourteen – Removing a Disposition Code

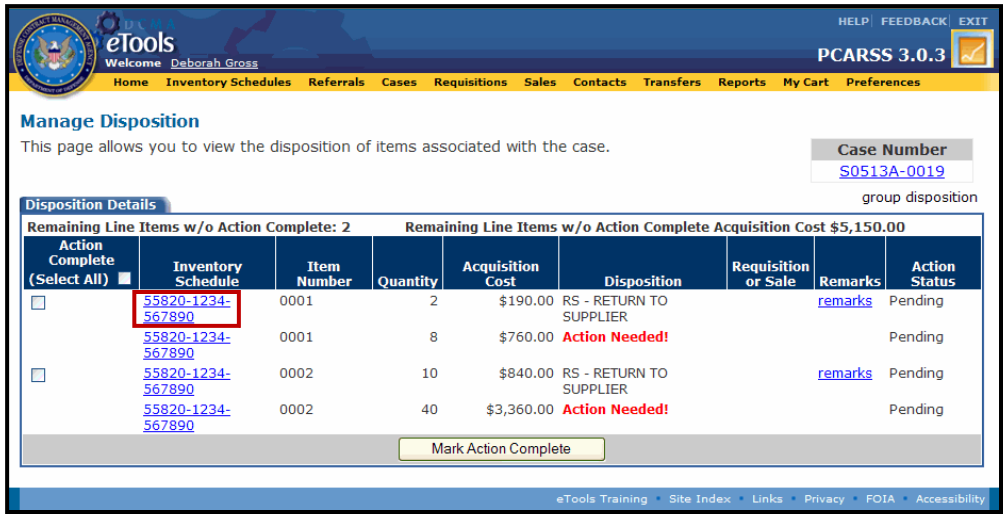
Removing a Disposition Code

You may remove either a full or partial quantity of an item from a selected disposition code. Keep in mind that you cannot remove requisitioned or sold inventory from a disposition code.

Removing a Disposition Code (Graphics 2.5.35 – 2.5.39)	
1.	*Start* from the **View Case Details page** (Graphic 2.5.35).
2.	*Click* the **disposition** link. The Manage Disposition page appears (Graphic 2.5.36).
3.	*Select* the **disposition** that needs to be removed. The Update Disposition page appears (Graphic 2.5.37).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
edit | withdraw | transfer | verification survey | disposition | DD-1637
Contract Number DAAH23-03-D-0068
Case Type OTHER
Inventory Verification Required
Reportable Yes
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason

Graphic 2.5.35 : View Case Details page (top)

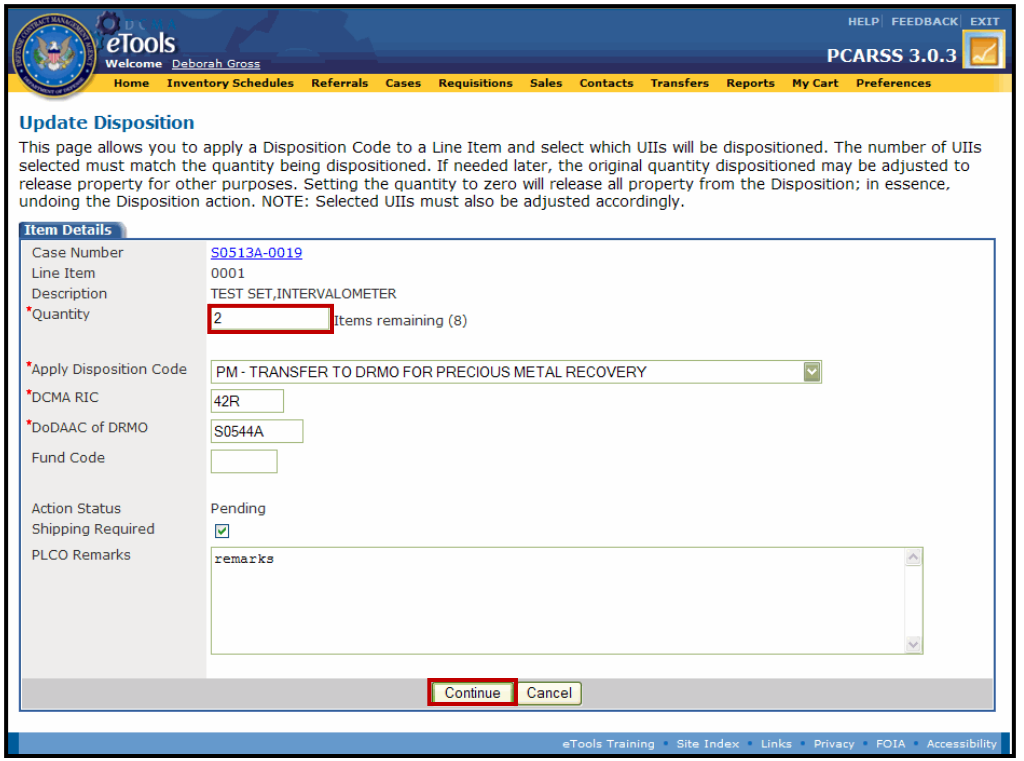

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0513A-0019
group disposition
Disposition Details
Remaining Line Items w/o Action Complete: 2
Remaining Line Items w/o Action Complete Acquisition Cost $5,150.00
Action Complete (Select All)
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition or Sale
Remarks
Action Status
55820-1234-567890 0001 2 $190.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0001 8 $760.00 Action Needed! Pending
55820-1234-567890 0002 10 $840.00 RS - RETURN TO SUPPLIER remarks Pending
55820-1234-567890 0002 40 $3,360.00 Action Needed! Pending
Mark Action Complete
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.5.36 : Manage Disposition page

Topic Fourteen – Removing a Disposition Code

Removing a Disposition Code – Continued

Removing a Disposition Code (Graphics 2.5.35 – 2.5.39)	
4.	*Change* the **quantity** to the quantity of the item you wish to keep on the selected disposition code.
5.	*Click* the **Continue** button. The Disposition – Assign UII page appears if the item has UIIs and you are removing a partial quantity from disposition (Graphic 2.5.38).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Disposition
This page allows you to apply a Disposition Code to a Line Item and select which UIIs will be dispositioned. The number of UIIs selected must match the quantity being dispositioned. If needed later, the original quantity dispositioned may be adjusted to release property for other purposes. Setting the quantity to zero will release all property from the Disposition; in essence, undoing the Disposition action. NOTE: Selected UIIs must also be adjusted accordingly.
Item Details
Case Number S0513A-0019
Line Item 0001
Description TEST SET,INTERVALOMETER
*Quantity 2 Items remaining (8)
*Apply Disposition Code PM - TRANSFER TO DRMO FOR PRECIOUS METAL RECOVERY
*DCMA RIC 42R
*DoDAAC of DRMO S0544A
Fund Code
Action Status Pending
Shipping Required
PLCO Remarks remarks
Continue Cancel
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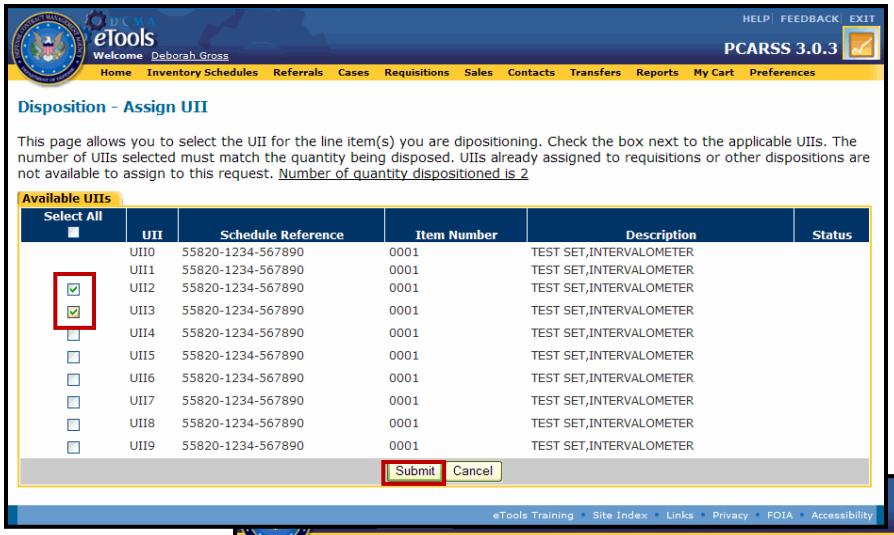
Graphic 2.5.37 : Update Disposition page

Topic Fourteen – Removing a Disposition Code

Removing a Disposition Code – Continued

Removing a Disposition Code (Graphics 2.5.35 – 2.5.39)	
6.	*Uncheck* the **UIIs** that are affected by the removal of the disposition code. **Note**: If you changed the quantity to zero, you will need to uncheck all of the UIIs.
7.	*Click* the **Submit** button. The Disposition Shipping Information page appears if shipping was required for the disposition (Graphic 2.5.39).
8.	*Click* the **Submit** button. The Manage Disposition page appears and the quantity no longer applied to the disposition code is displayed with Action Needed! In the Disposition column. If you chose to keep some of the quantity applied to the disposition code, the original disposition will also appear and be updated to reflect the new quantity.


eTools
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Disposition - Assign UII
This page allows you to select the UII for the line item(s) you are dispositioning. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being disposed. UIIs already assigned to requisitions or other dispositions are not available to assign to this request. Number of quantity dispositioned is 2
Available UIIs
Select All
UII
Schedule Reference
Item Number
Description
Status
UII0 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII1 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII2 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII3 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII4 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII5 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII6 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII7 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII8 55820-1234-567890 0001 TEST SET,INTERVALOMETER
UII9 55820-1234-567890 0001 TEST SET,INTERVALOMETER
Submit
Cancel
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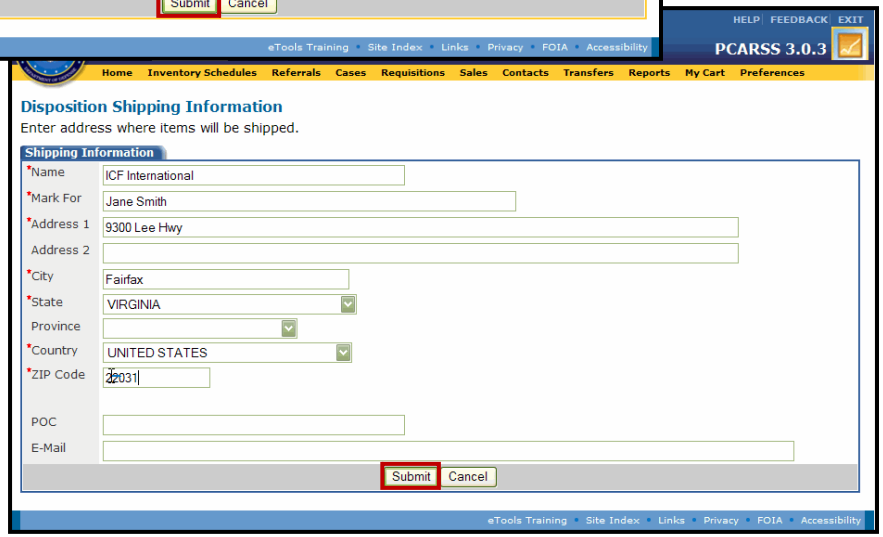
Graphic 2.5.38 : Disposition – Assign UII page



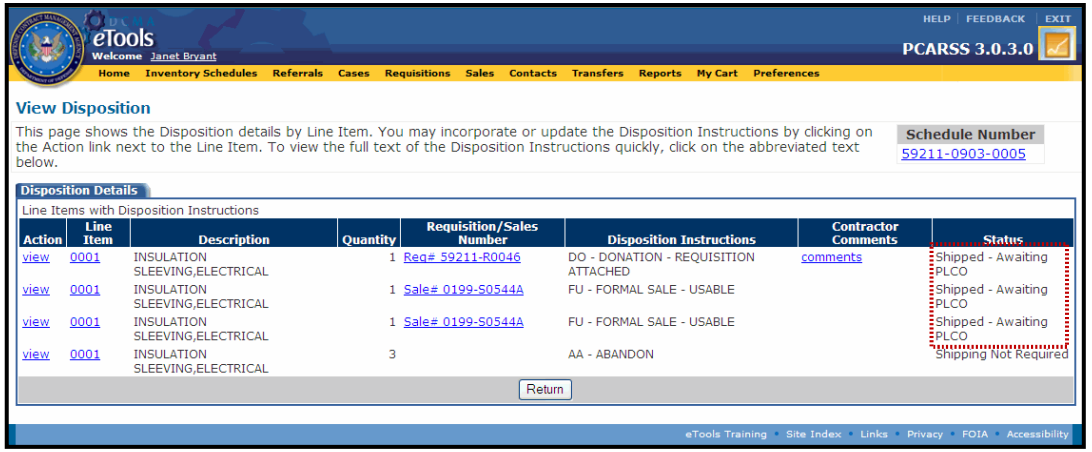
Graphic 2.5.39 : Disposition Shipping Information page

Topic Fifteen – Marking a Disposition as Complete

Marking a Disposition as Complete – Verifying Shipment

Once a disposition code has been issued, and all of the items on the disposition have been shipped, the PLCO will need to mark the disposition as complete. The first step in this process is to make sure the items have been shipped.

Verifying Shipment (Graphic 2.5.40)	
1.	*Start* from the **Inventory Schedules Workload page**.
2.	*Select* the **inventory schedule** containing the shipped items. The View Inventory Schedule page appears.
3.	*Click* the **disposition** link. The View Disposition page appears. The status Shipped – Awaiting PLCO will appear for the shipped item (Graphic 2.5.40).


eTools
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View Disposition
This page shows the Disposition details by Line Item. You may incorporate or update the Disposition Instructions by clicking on the Action link next to the Line Item. To view the full text of the Disposition Instructions quickly, click on the abbreviated text below.
Schedule Number
59211-0903-0005
Disposition Details
Line Items with Disposition Instructions
Action | Line Item | Description | Quantity | Requisition/Sales Number | Disposition Instructions | Contractor Comments | Status
view | 0001 | INSULATION SLEEVING,ELECTRICAL | 1 | Req# 59211-R0046 | DO - DONATION - REQUISITION ATTACHED | comments | Shipped - Awaiting PLCO
view | 0001 | INSULATION SLEEVING,ELECTRICAL | 1 | Sale# 0199-S0544A | FU - FORMAL SALE - USABLE | | Shipped - Awaiting PLCO
view | 0001 | INSULATION SLEEVING,ELECTRICAL | 1 | Sale# 0199-S0544A | FU - FORMAL SALE - USABLE | | Shipped - Awaiting PLCO
view | 0001 | INSULATION SLEEVING,ELECTRICAL | 3 | | AA - ABANDON | | Shipping Not Required
Return
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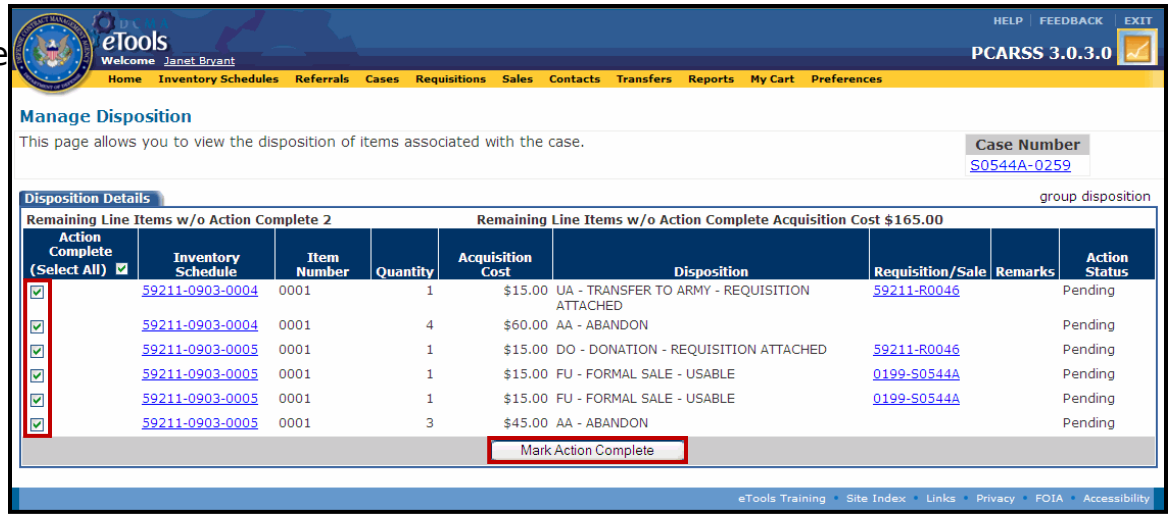
Graphic 2.5.40 : View Disposition page

Topic Fifteen – Marking a Disposition as Complete

Marking a Disposition as Complete – Marking Action Complete

When all of the dispositioned items have been shipped, the disposition can be marke as complete.

Marking Action Complete (Graphic 2.5.41)	
1.	*Start* from the **View Case Details page**.
2.	*Click* the **disposition** link. The Manage Disposition page appears (Graphic 2.5.41).
3.	*Check* the **boxes** in the Action Complete column for the pending dispositions you wish to mark complete.
4.	*Click* the **Mark Action Complete** button. The checkboxes in the marked columns disappear and the dispositions you selected go from Pending to Completed action status.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Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0544A-0259
Disposition Details
group disposition
Remaining Line Items w/o Action Complete 2
Remaining Line Items w/o Action Complete Acquisition Cost $165.00
Action Complete (Select All)
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition/Sale
Remarks
Action Status
59211-0903-0004 0001 1 $15.00 UA - TRANSFER TO ARMY - REQUISITION ATTACHED 59211-R0046 Pending
59211-0903-0004 0001 4 $60.00 AA - ABANDON Pending
59211-0903-0005 0001 1 $15.00 DO - DONATION - REQUISITION ATTACHED 59211-R0046 Pending
59211-0903-0005 0001 1 $15.00 FU - FORMAL SALE - USABLE 0199-S0544A Pending
59211-0903-0005 0001 1 $15.00 FU - FORMAL SALE - USABLE 0199-S0544A Pending
59211-0903-0005 0001 3 $45.00 AA - ABANDON Pending
Mark Action Complete
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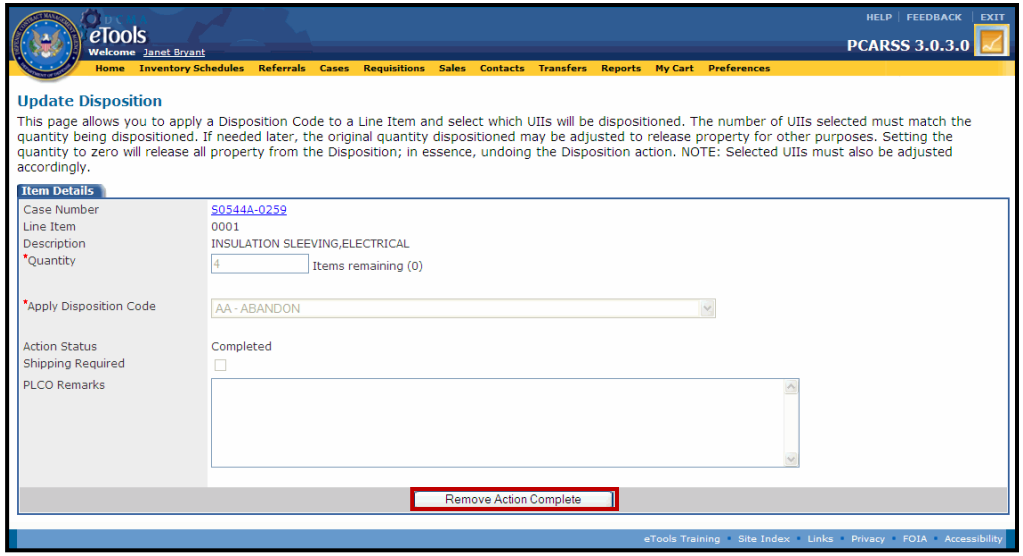
Graphic 2.5.41 : Manage Disposition page

Topic Fifteen – Marking a Disposition as Complete

Marking a Disposition as Complete – Removing Action Complete

Once you mark a disposition as complete, the Update Disposition page is read-only and you cannot make modifications to the disposition. When you remove the Completed action status, however, the disposition is open for changes.

Removing the Action Complete (Graphic 2.5.42)	
1.	*Start* from the **View Case Details page**.
2.	*Click* the **disposition** link. The Manage Disposition page appears.
3.	*Click* the **link** on the disposition you would like to remove the Action Completed disposition status. The Update Disposition page appears (Graphic 2.5.42).
4.	*Click* the **Remove Action Complete** button. The Manage Disposition page appears and the disposition's action status returns to Pending.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Update Disposition
This page allows you to apply a Disposition Code to a Line Item and select which UIIs will be dispositioned. The number of UIIs selected must match the quantity being dispositioned. If needed later, the original quantity dispositioned may be adjusted to release property for other purposes. Setting the quantity to zero will release all property from the Disposition; in essence, undoing the Disposition action. NOTE: Selected UIIs must also be adjusted accordingly.
Item Details
Case Number S0544A-0259
Line Item 0001
Description INSULATION SLEEVING,ELECTRICAL
*Quantity 4 Items remaining (0)
*Apply Disposition Code AA - ABANDON
Action Status Completed
Shipping Required
PLCO Remarks
Remove Action Complete
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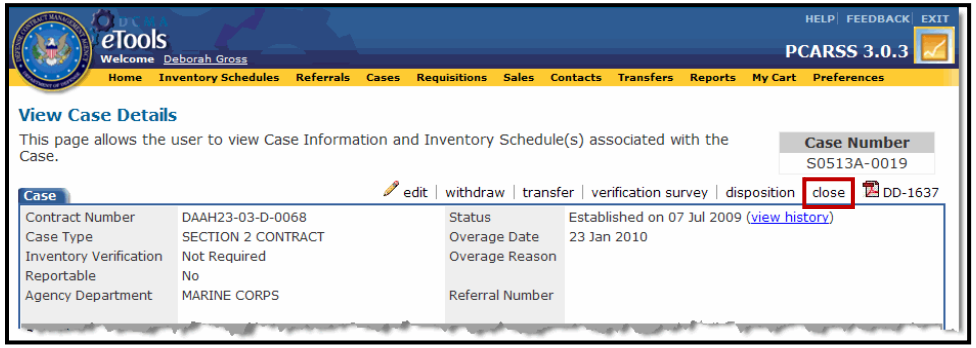
Graphic 2.5.42 : Update Disposition page

Topic Sixteen – Closing a Case

Closing a Case

The PLCO or Administrator may close a case when all of the items in the case have a disposition code and all of the dispositions are marked as complete. If inventory verification is required for the case, the inventory verification survey must also be completed. The **close** link will appear on the View Case Details page only when all the dispositions on the case are complete.

Closing a Case (Graphic 2.5.43- 2.5.44)	
1.	*Start* from the **Case Workload page**.
2.	*Select* a **case** that has been fully dispositioned. It will not have [disposition required] in the status. The View Case Details page appears, displaying the close link in its list of action links (Graphic 2.5.43)..
3.	*Click* the **close** link. The Close Case page appears (Graphic 2.5.44).
4.	*Type* **remarks** in reference to the closing.
5.	*Click* the **Submit** button. The inventory disposal report (SF-1424) appears as a PDF in a new window. You can also view the SF-1424 by clicking the icon next to the closed case on the Case Workload page or on the View Case Details page.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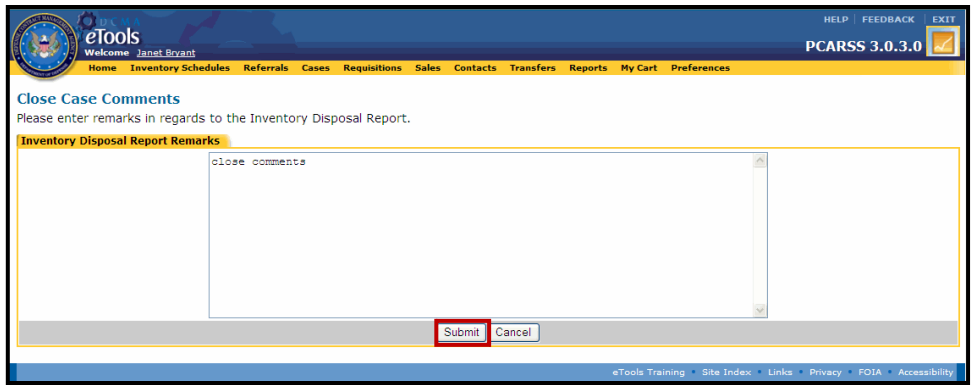
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
edit | withdraw | transfer | verification survey | disposition | close | DD-1637
Case
Contract Number DAAH23-03-D-0068
Case Type SECTION 2 CONTRACT
Inventory Verification Not Required
Reportable No
Agency Department MARINE CORPS
Status Established on 07 Jul 2009 (view history)
Overage Date 23 Jan 2010
Overage Reason
Referral Number

Graphic 2.5.43 : View Case Details page (top)


eTools
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Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Close Case Comments
Please enter remarks in regards to the Inventory Disposal Report.
Inventory Disposal Report Remarks
close comments
Submit Cancel
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Graphic 2.5.44 : Close Case Comments page

Topic Seventeen – Reopening a Case

Reopening a Case

A closed case can be reopened by a PLCO or Administrator. When a closed case is reopened, it will become available for work and have the status that it had prior to closing.

Reopening a Case (Graphics 2.5.45 – 2.5.46)	
1.	*Start* from the **Case Workload page**.
2.	*Select* the **Inactive tab**.
3.	*Select* a **closed case**. The View Case Details page appears (Graphic 2.5.45).
4.	*Click* the **re-open** link. The Re-open Case Comments page appears (Graphic 2.5.46).
5.	*Type* **comments** regarding the reopening.
6.	*Click* the **Submit** button. The View Case Details page appears and displays the reopen comments in the Reopen Reason field. The case is now active and ready for work.

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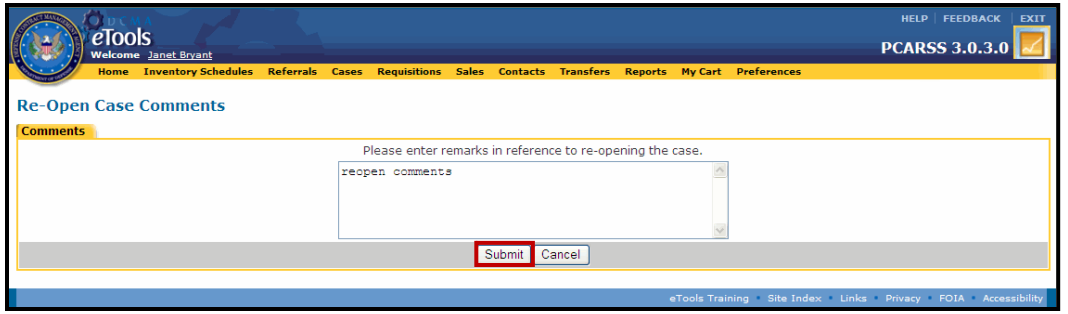
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Case Details
This page allows the user to view Case Information and Inventory Schedule(s) associated with the Case.
Case Number
S0513A-0019
Case
disposition re-open DD-1637 SF-1424
Contract Number DAAH23-03-D-0068
Case Type SECTION 2 CONTRACT
Inventory Verification Not Required
Reportable No
Agency Department MARINE CORPS
Status CLOSED (view history)
Overage Date 23 Jan 2010
Overage Reason
Referral Number

Graphic 2.5.45 : View Case Details page (top)


eTools
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PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Re-Open Case Comments
Comments
Please enter remarks in reference to re-opening the case.
reopen comments
Submit Cancel
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Graphic 2.5.46 : Re-open Case Comments page

Issuing Shipping Instructions to the Case Workload

You can apply a single shipping address to every item in the Case Workload that requires shipping.

Issuing Shipping Instructions to the Case Workload (Graphics 2.5.47 – 2.5.48)	
1.	*Start* from the **Case Workload page** (Graphic 2.5.47).
2.	*Click* the **add shipping info** link. The Add Shipping Information page appears (Graphic 2.5.48).
3.	*Type* **information** in the required fields.
4.	*Select* the **cases** to which you wish to apply shipping information.
5.	*Click* the **Save** button.

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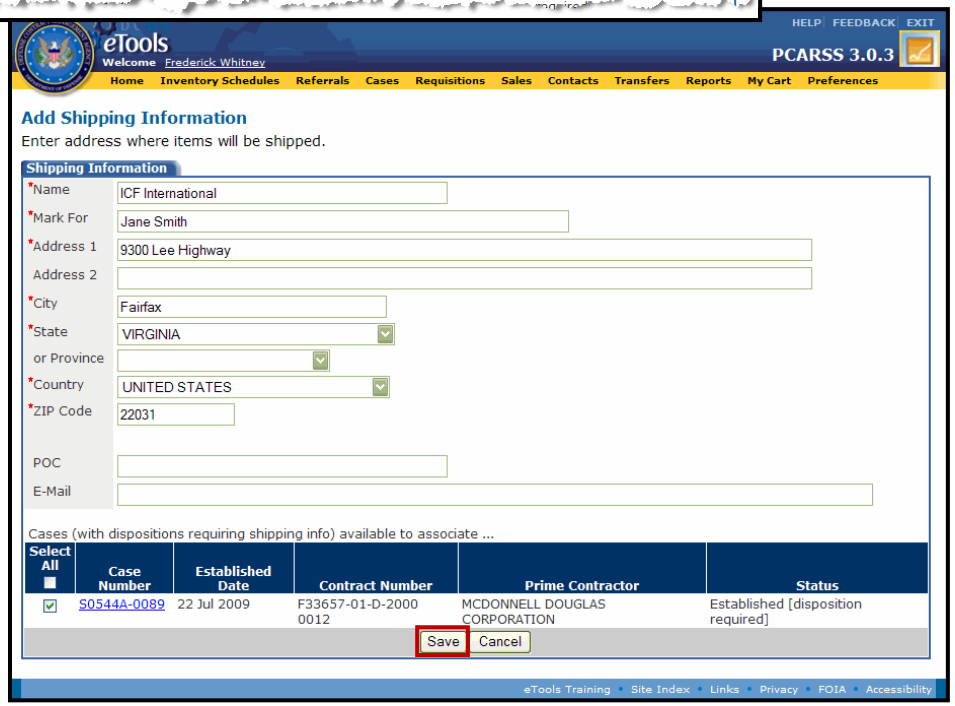
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Case Workload
Cases that require your attention are shown below. Click on the Case Number link to view more details.
DoDAAC
Case No.
Active Draft Inactive
search cases add case add shipping info filter
Action Case Number Established Date Contract Number Prime Contractor Status
S0221A-0019 07 Jul 2009 111111-11-1-1111 1111 MESA LABEL EXPRESS INC Established [disposition required]
S0333A-0019 06 Jul 2009 111111-11-1-1111 MCDONNELL DOUGLAS CORPORATION Established [disposition

Graphic 2.5.47 : Case Workload page (top)


eTools
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Add Shipping Information
Enter address where items will be shipped.
Shipping Information
*Name ICF International
*Mark For Jane Smith
*Address 1 9300 Lee Highway
Address 2
*City Fairfax
*State VIRGINIA
or Province
*Country UNITED STATES
*ZIP Code 22031
POC
E-Mail
Cases (with dispositions requiring shipping info) available to associate ...
Select All
Case Number Established Date Contract Number Prime Contractor Status
S0544A-0089 22 Jul 2009 F33657-01-D-2000 0012 MCDONNELL DOUGLAS CORPORATION Established [disposition required]
Save Cancel
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Graphic 2.5.48 : Add Shipping Information page

Lesson Five – Review

Lesson Five covered the following topics:

Topic One	Managing the Case Workload
Topic Two	Creating a Case
Topic Three	Establishing a Case
Topic Four	Viewing Case History
Topic Five	Searching for a Case
Topic Six	Editing a Case
Topic Seven	Withdrawing a Case
Topic Eight	Re-establishing a Withdrawn Case
Topic Nine	Deleting a Case
Topic Ten	Transferring an Individual Case
Topic Eleven	Completing an Inventory Verification Survey
Topic Twelve	Assigning a Disposition Code

Lesson Five – Review

Lesson Five covered the following topics:

Topic Thirteen	Issuing a Group Disposition
Topic Fourteen	Removing a Disposition Code
Topic Fifteen	Marking a Disposition as Complete
Topic Sixteen	Closing a Case
Topic Seventeen	Reopening a Case
Topic Eighteen	Issuing Shipping Instructions to the Case Workload

Lesson Six

Requisitions

Lesson Six – Topics

Lesson Six Topics

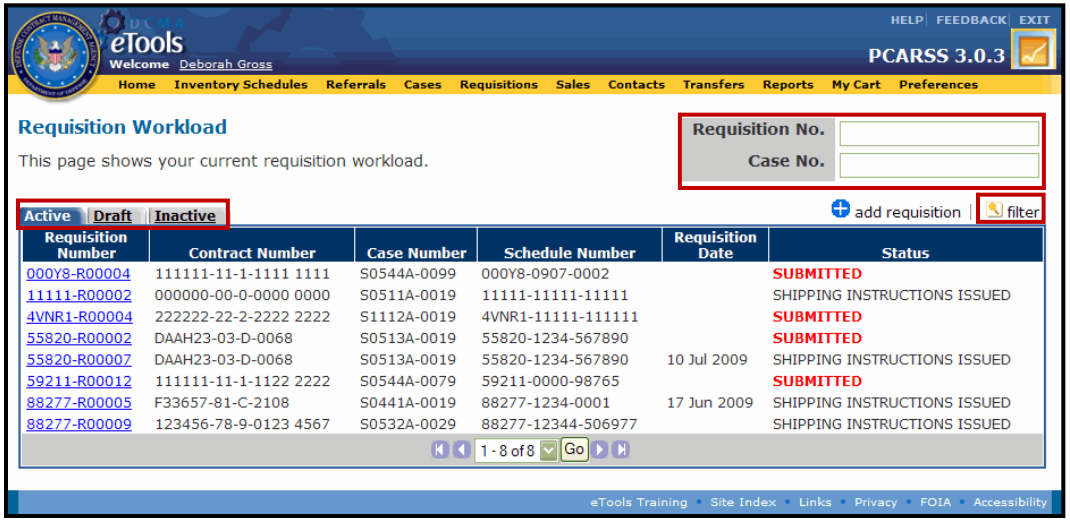
Topic One	Managing the Requisition Workload
Topic Two	Approving Items on a Requisition
Topic Three	Editing Line Item Shipping Information and Approval Status
Topic Four	Rejecting a Requisition
Topic Five	Completing a Requisition
Topic Six	Searching Inventory for Requisition
Topic Seven	Viewing the Cart
Topic Eight	Creating a Requisition
Topic Nine	Editing a Requisition
Topic Ten	Canceling a Requisition
Topic Eleven	Resubmitting a Requisition
Topic Twelve	Searching for a Requisition
Topic Thirteen	Issuing a Final Disposition on Requisitioned Inventory

Topic One – Managing the Requisition Workload

Managing the Requisition Workload

PLCOs and Administrators can view their Requisition Workload by clicking either the **Requisitions** link on the menu bar or the **Requisitions Submitted for your Review** link on the Home Page. The Requisition Workload has three tabs: Active, Draft, and Inactive. The Active tab appears by default.

Managing the Requisition Workload (Graphic 2.6.1)	
1.	*Select* the **Active tab**. Displays the requisitions you have submitted, as well as the requisitions that have been submitted to you for approval. These requisitions may be in Submitted, Request Cancel, or Shipping Instructions Issued statuses (Graphic 2.6.1).
2.	*Select* the **Draft tab**. Displays the requisitions you have created and saved but not yet submitted.
3.	*Select* the **Inactive tab**. Displays the requisitions you have submitted or have been submitted to you that have been cancelled, rejected, or shipped.


eTools
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Requisition Workload
This page shows your current requisition workload.
Requisition No.
Case No.
Active Draft Inactive
add requisition
filter
Requisition Number | Contract Number | Case Number | Schedule Number | Requisition Date | Status
000Y8-R00004 | 111111-11-1-1111 1111 | S0544A-0099 | 000Y8-0907-0002 | | SUBMITTED
11111-R00002 | 000000-00-0-0000 0000 | S0511A-0019 | 11111-11111-11111 | | SHIPPING INSTRUCTIONS ISSUED
4VNR1-R00004 | 222222-22-2-2222 2222 | S1112A-0019 | 4VNR1-11111-111111 | | SUBMITTED
55820-R00002 | DAAH23-03-D-0068 | S0513A-0019 | 55820-1234-567890 | | SUBMITTED
55820-R00007 | DAAH23-03-D-0068 | S0513A-0019 | 55820-1234-567890 | 10 Jul 2009 | SHIPPING INSTRUCTIONS ISSUED
59211-R00012 | 111111-11-1-1122 2222 | S0544A-0079 | 59211-0000-98765 | | SUBMITTED
88277-R00005 | F33657-81-C-2108 | S0441A-0019 | 88277-1234-0001 | 17 Jun 2009 | SHIPPING INSTRUCTIONS ISSUED
88277-R00009 | 123456-78-9-0123 4567 | S0532A-0029 | 88277-12344-506977 | | SHIPPING INSTRUCTIONS ISSUED
1 - 8 of 8 Go
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Graphic 2.6.1 : Requisition Workload page, Active tab

To search for a requisition within the workload, *type* the requisition number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the requisitions that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Requisition No. and Case No. boxes and click the **filter** link.

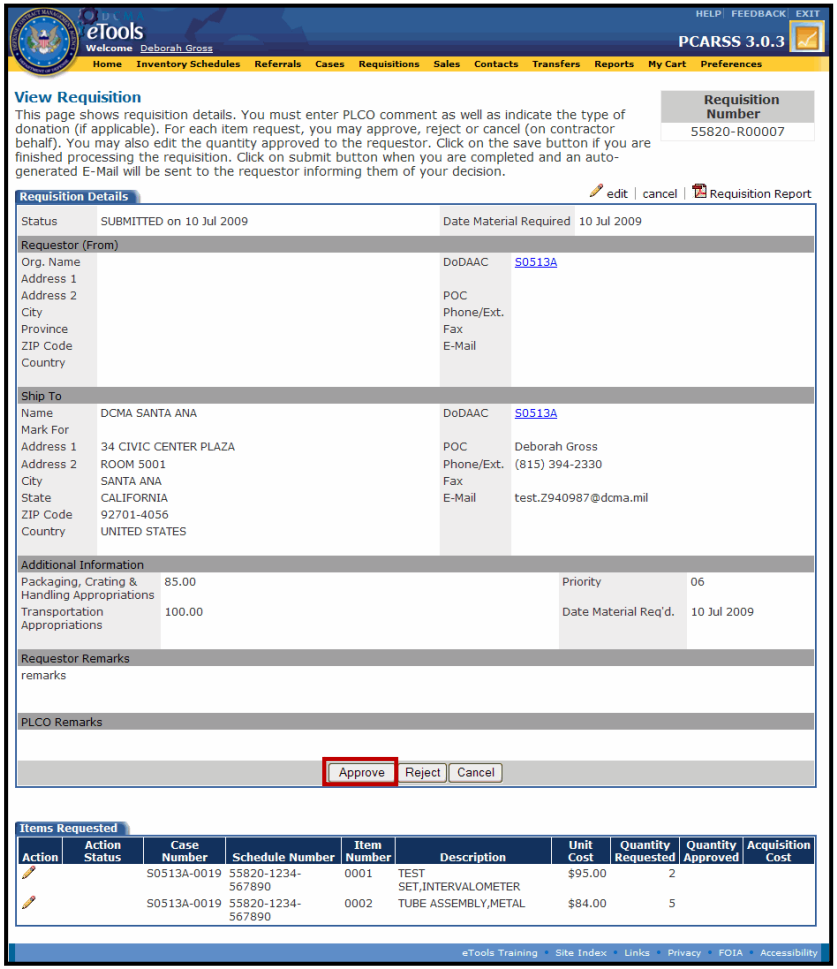
The workload tabs now display all of your requisitions.

Topic Two – Approving Items on a Requisition

Approving Items on a Requisition

When a Screener, PLCO, or Administrator creates a requisition on an item in your case workload, the requisition will appear under the Active tab on your Requisition Workload page. If you click the link on the requisition number, the View Requisition page appears.

Approving Multiple Items (Graphics 2.6.2 – 2.6.4)	
1.	*Start* from the **View Requisition page** for a submitted requisition.
2.	*Click* the **Approve** button. The PLCO Input for Requested Item page appears (Graphic 2.6.2).

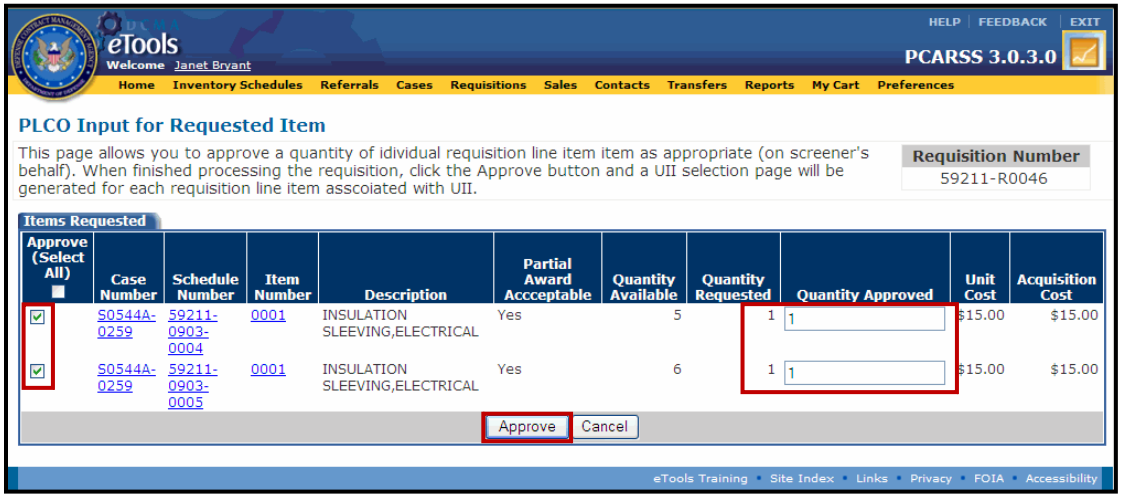


Graphic 2.6.2 : View Requisition page

Topic Two – Approving Items on a Requisition

Approving Items on a Requisition – Continued

Approving Multiple Items (Graphics 2.6.2 – 2.6.4)	
3.	*Check* the **boxes** next to the items you wish to approve or check Select All to approve all items. PCARSS automatically populates the quantity requested in the Quantity Approved box for each item selected. **Note**: You cannot approve a quantity greater than the one requested.
4.	*Modify* the **quantities** under the Quantity Approved column if necessary. **Note**: Keep in mind that if partial award is acceptable, the quantity approved and the quantity rejected must equal the quantity requested.
5.	*Click* the **Approve** button when finished. If the item has UIIs *and* a partial quantity of that item was


eTools
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PLCO Input for Requested Item
This page allows you to approve a quantity of idividual requisition line item item as appropriate (on screener's behalf). When finished processing the requisition, click the Approve button and a UII selection page will be generated for each requisition line item asscoiated with UII.
Requisition Number
59211-R0046
Items Requested
Approve (Select All)
Case Number
Schedule Number
Item Number
Description
Partial Award Accceptable
Quantity Available
Quantity Requested
Quantity Approved
Unit Cost
Acquisition Cost
S0544A-0259 59211-0903-0004 0001 INSULATION SLEEVING,ELECTRICAL Yes 5 1 1 $15.00 $15.00
S0544A-0259 59211-0903-0005 0001 INSULATION SLEEVING,ELECTRICAL Yes 6 1 1 $15.00 $15.00
Approve
Cancel
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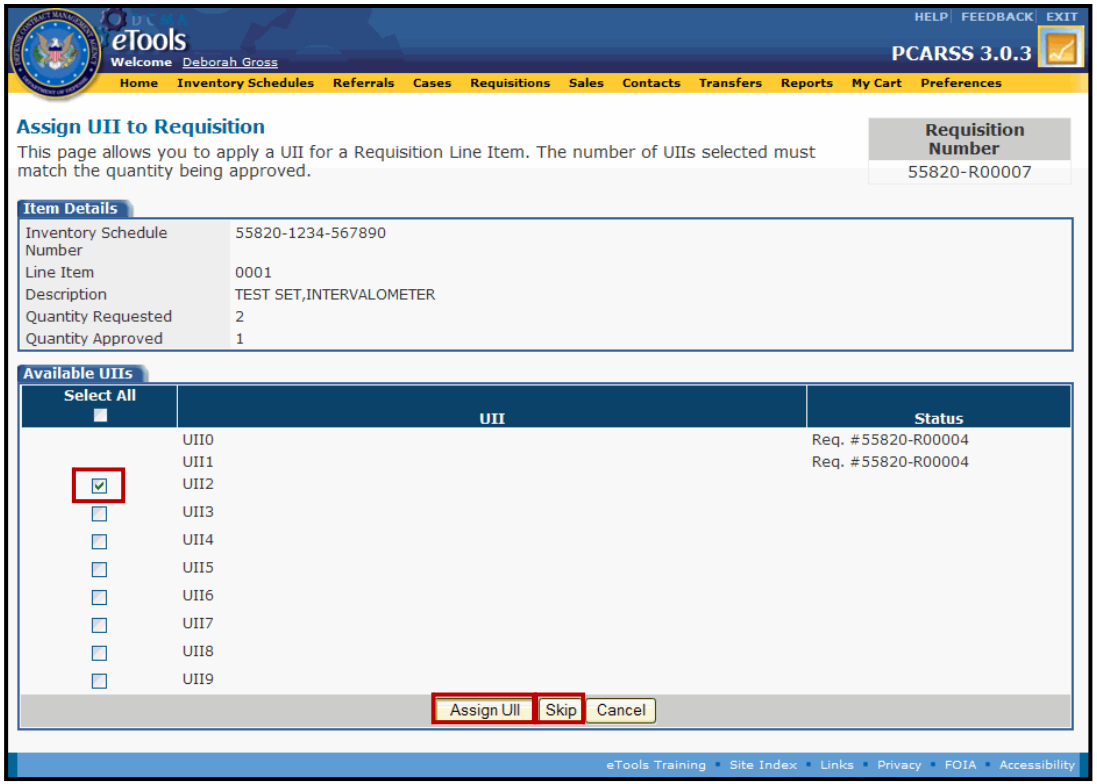
Graphic 2.6.3 : PLCO Input for Requested Item page

Topic Two – Approving Items on a Requisition

Approving Items on a Requisition – Continued

Approving Multiple Items (Graphics 2.6.2 – 2.6.4)	
6.	*Check* the **boxes** next to the UIIs you wish to assign to the specified item's requisition.
7.	*Click* the **Assign UII** button. If there is another item on the requisition with UIIs and a partial quantity for requisition, the Assign UII to Requisition page will appear again, displaying a UII selection for that item. **Note**: You may click the **Skip** button to assign UIIs to this item later.

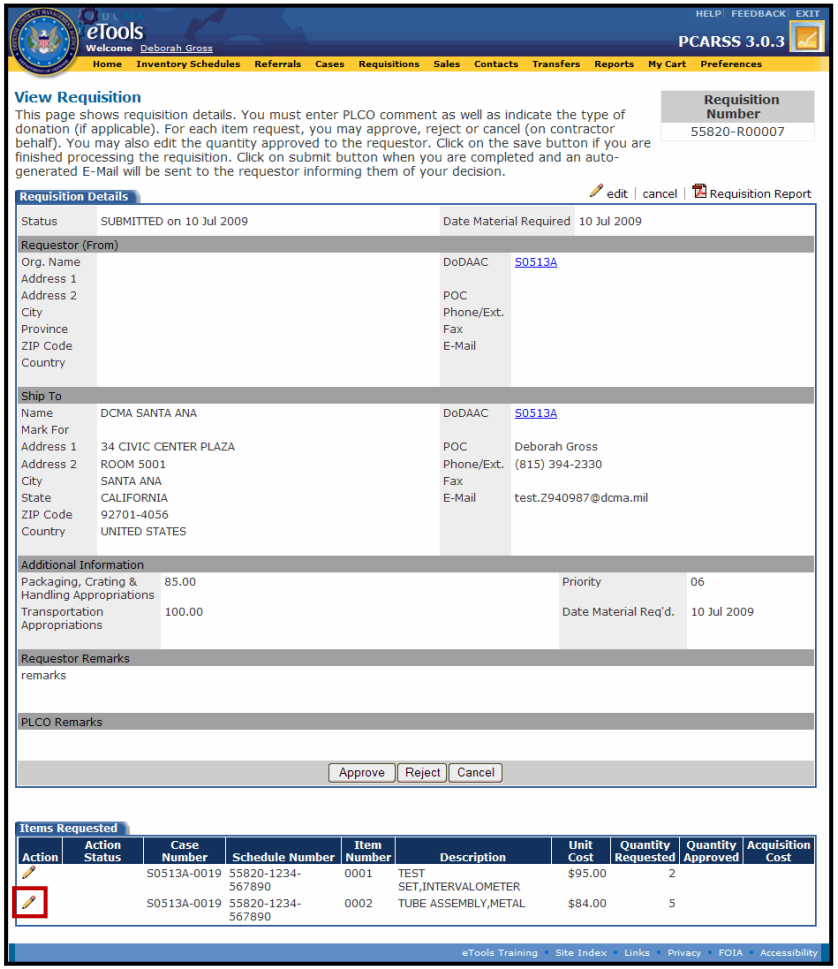


Graphic 2.6.4 : Assign UII to Requisition page

Editing Line Item Shipping Information and Approval Status

Before a requisition is completed, PLCOs and Administrators can enter shipping instructions for the items on the requisition, and also make changes to the approval or rejection quantities.

Editing Line Item Shipping Information and Approval Status (Graphics 2.6.5 – 2.6.7)	
1.	*Start* from the **View Requisition page** for a submitted requisition (Graphic 2.6.5).
2.	*Click* the icon next to the item you wish to edit. The PLCO Input for Requested Item page appears (Graphic 2.6.6).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Requisition
This page shows requisition details. You must enter PLCO comment as well as indicate the type of donation (if applicable). For each item request, you may approve, reject or cancel (on contractor behalf). You may also edit the quantity approved to the requestor. Click on the save button if you are finished processing the requisition. Click on submit button when you are completed and an auto-generated E-Mail will be sent to the requestor informing them of your decision.
Requisition Number
55820-R00007
Requisition Details
edit | cancel | Requisition Report
Status SUBMITTED on 10 Jul 2009
Date Material Required 10 Jul 2009
Requestor (From)
Org. Name
Address 1
Address 2
City
Province
ZIP Code
Country
DoDAAC S0513A
POC
Phone/Ext.
Fax
E-Mail
Ship To
Name DCMA SANTA ANA
Mark For
Address 1 34 CIVIC CENTER PLAZA
Address 2 ROOM 5001
City SANTA ANA
State CALIFORNIA
ZIP Code 92701-4056
Country UNITED STATES
DoDAAC S0513A
POC Deborah Gross
Phone/Ext. (815) 394-2330
Fax
E-Mail test.Z940987@dcma.mil
Additional Information
Packaging, Crating & Handling Appropriations 85.00
Transportation Appropriations 100.00
Priority 06
Date Material Req'd. 10 Jul 2009
Requestor Remarks
remarks
PLCO Remarks
Approve Reject Cancel
Items Requested
Action | Action Status | Case Number | Schedule Number | Item Number | Description | Unit Cost | Quantity Requested | Quantity Approved | Acquisition Cost
S0513A-0019 55820-1234-567890 0001 TEST SET,INTERVALOMETER $95.00 2
S0513A-0019 55820-1234-567890 0002 TUBE ASSEMBLY,METAL $84.00 5
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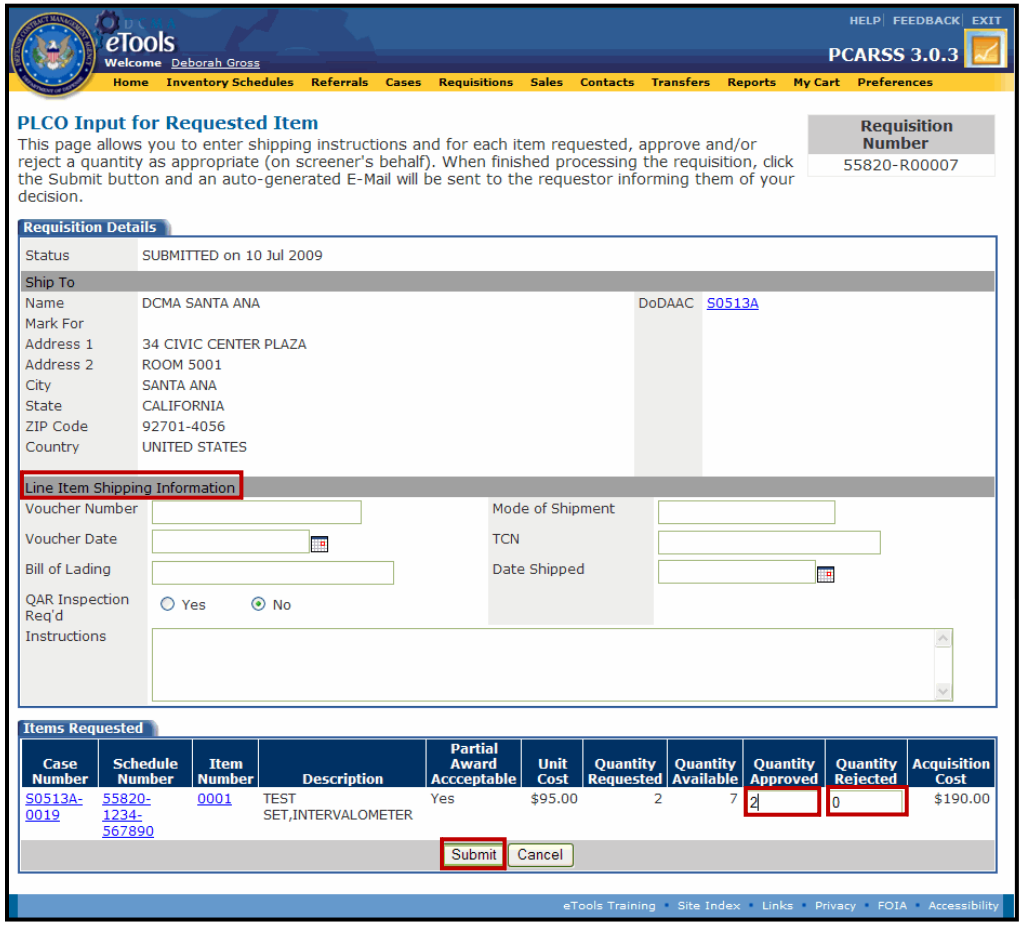
Graphic 2.6.5 : View Requisition page

Editing Line Item Shipping Information and Approval Status

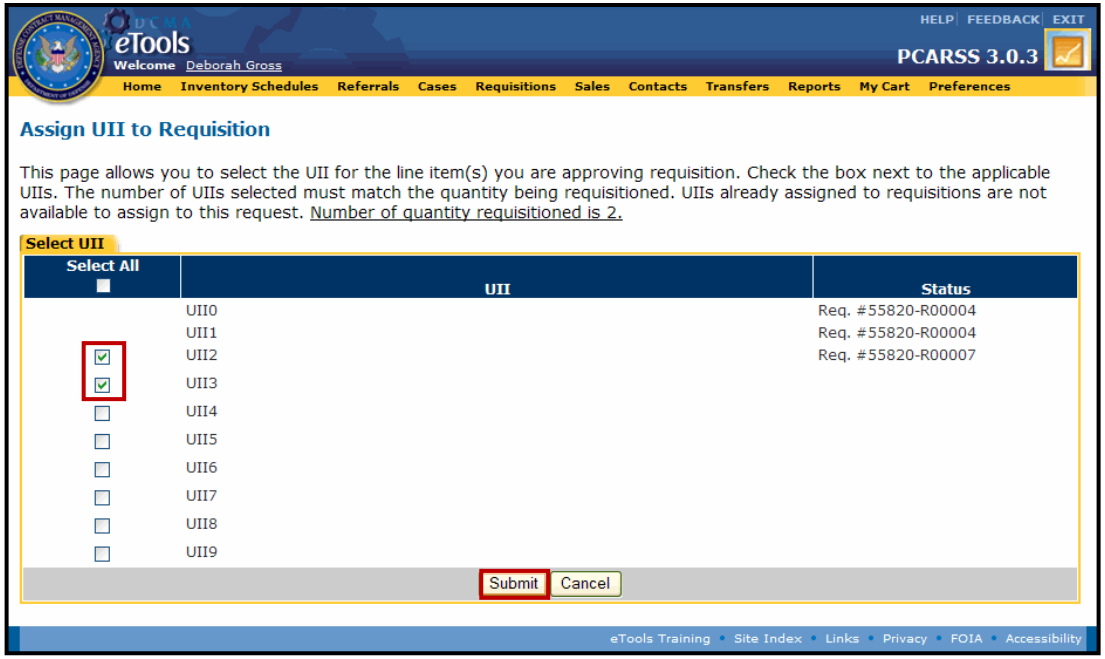
Editing Line Item Shipping Information and Approval Status (Graphics 2.6.5 – 2.6.7)	
3.	*Edit* the **fields** in the Line Item Shipping Information section if necessary. **Note**: This information will be available to the Contractor or PLCO shipping the items.
4.	*Modify* the **quantity** you are approving in the Quantity Approved box if necessary.
5.	*Modify* the **quantity** you are rejecting in the Quantity Rejected box if necessary. **Note**: Keep in mind that if partial award is acceptable, the quantity approved and the quantity rejected must equal the quantity requested.
6.	*Click* the **Submit** button. If the item has UIIs and a partial quantity for requisition, and you modified the approval or rejection quantities the Assign UII to Requisition page will appear, displaying a UII



Graphic 2.6.6 : PLCO Input for Requested Item page

Editing Line Item Shipping Information and Approval Status

Editing Line Item Shipping Information and Approval Status (Graphics 2.6.5 – 2.6.7)	
7.	*Modify* the **selected UIIs** if necessary.
8.	*Click* the **Submit** button.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Assign UII to Requisition
This page allows you to select the UII for the line item(s) you are approving requisition. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being requisitioned. UIIs already assigned to requisitions are not available to assign to this request. Number of quantity requisitioned is 2.
Select UII
Select All
UII
Status
UII0 Req. #55820-R00004
UII1 Req. #55820-R00004
UII2 Req. #55820-R00007
UII3
UII4
UII5
UII6
UII7
UII8
UII9
Submit
Cancel
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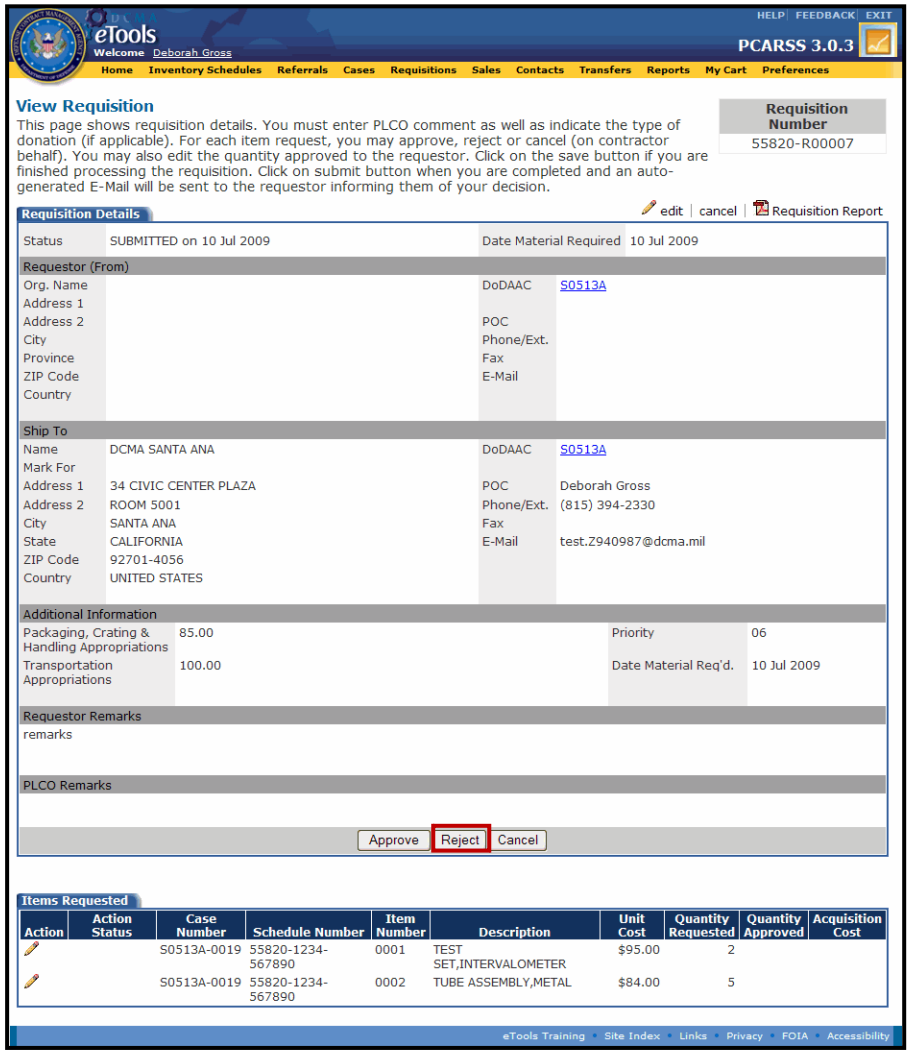
Graphic 2.6.7 : Assign UII to Requisition page

Topic Four – Rejecting a Requisition

Rejecting a Requisition

When a Screener, PLCO, or Administrator creates a requisition on an item in your case workload, the requisition will appear under the Active tab on your Requisition Workload page. If you click the link on the requisition number, the View Requisition page appears.

Rejecting a Requisition (Graphic 2.6.8)	
1.	*Start* from the **View Requisition page** for a submitted requisition.
2.	*Click* the **Reject** button. The entire requisition is rejected and appears under the Inactive tab with Rejected status.
Note: If you wish to reject only a single item on the requisition, you can click the icon next to the item you wish to reject and enter in the full quantity as the quantity rejected, much like approving an individual item.	


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Requisition
This page shows requisition details. You must enter PLCO comment as well as indicate the type of donation (if applicable). For each item request, you may approve, reject or cancel (on contractor behalf). You may also edit the quantity approved to the requestor. Click on the save button if you are finished processing the requisition. Click on submit button when you are completed and an auto-generated E-Mail will be sent to the requestor informing them of your decision.
Requisition Number
55820-R00007
edit | cancel | Requisition Report
Requisition Details
Status SUBMITTED on 10 Jul 2009
Date Material Required 10 Jul 2009
Requestor (From)
Org. Name
Address 1
Address 2
City
Province
ZIP Code
Country
DoDAAC S0513A
POC
Phone/Ext.
Fax
E-Mail
Ship To
Name DCMA SANTA ANA
Mark For
Address 1 34 CIVIC CENTER PLAZA
Address 2 ROOM 5001
City SANTA ANA
State CALIFORNIA
ZIP Code 92701-4056
Country UNITED STATES
DoDAAC S0513A
POC Deborah Gross
Phone/Ext. (815) 394-2330
Fax
E-Mail test.Z940987@dcma.mil
Additional Information
Packaging, Crating & Handling Appropriations 85.00
Transportation Appropriations 100.00
Priority 06
Date Material Req'd. 10 Jul 2009
Requestor Remarks
remarks
PLCO Remarks
Approve Reject Cancel
Items Requested
Action | Action Status | Case Number | Schedule Number | Item Number | Description | Unit Cost | Quantity Requested | Quantity Approved | Acquisition Cost
S0513A-0019 55820-1234-567890 0001 TEST SET,INTERVALOMETER $95.00 2
S0513A-0019 55820-1234-567890 0002 TUBE ASSEMBLY,METAL $84.00 5
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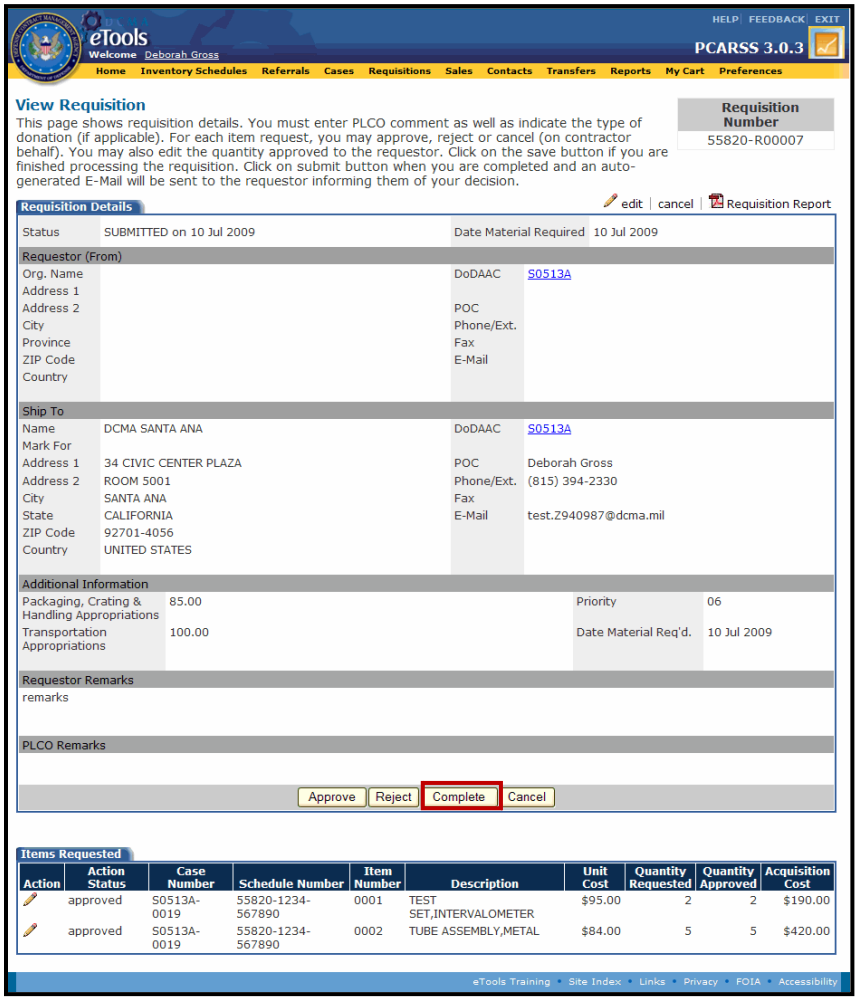
Graphic 2.6.8 : View Requisition page

Topic Five – Completing a Requisition

Completing a Requisition

After the PLCO or Administrator has approved or rejected and assigned UIIs to all of the items on a requisition, the requisition is available for completion. Completing a requisition will allow you to assign disposition codes to the requisitioned items.

Completing a Requisition (Graphic 2.6.9 – 2.6.10)	
1.	*Start* from the **View Requisition page** for a requisition in which all the items have been reviewed and approved and/or rejected (Graphic 2.6.9).
2.	*Click* the **Complete** button. The E-Mail Requisition to Screener page appears (Graphic 2.6.10).
3.	*Verify* that the **E-Mail address** and **message** are correct and *click* the **Send E-Mail** button.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Requisition
This page shows requisition details. You must enter PLCO comment as well as indicate the type of donation (if applicable). For each item request, you may approve, reject or cancel (on contractor behalf). You may also edit the quantity approved to the requestor. Click on the save button if you are finished processing the requisition. Click on submit button when you are completed and an auto-generated E-Mail will be sent to the requestor informing them of your decision.
Requisition Number
55820-R00007
Requisition Details
edit | cancel | Requisition Report
Status SUBMITTED on 10 Jul 2009
Date Material Required 10 Jul 2009
Requestor (From)
Org. Name
Address 1
Address 2
City
Province
ZIP Code
Country
DoDAAC S0513A
POC
Phone/Ext.
Fax
E-Mail
Ship To
Name DCMA SANTA ANA
Mark For
Address 1 34 CIVIC CENTER PLAZA
Address 2 ROOM 5001
City SANTA ANA
State CALIFORNIA
ZIP Code 92701-4056
Country UNITED STATES
DoDAAC S0513A
POC Deborah Gross
Phone/Ext. (815) 394-2330
Fax
E-Mail test.Z940987@dcma.mil
Additional Information
Packaging, Crating & Handling Appropriations 85.00
Transportation Appropriations 100.00
Priority 06
Date Material Req'd. 10 Jul 2009
Requestor Remarks
remarks
PLCO Remarks
Approve Reject Complete Cancel
Items Requested
Action | Action Status | Case Number | Schedule Number | Item Number | Description | Unit Cost | Quantity Requested | Quantity Approved | Acquisition Cost
approved | S0513A-0019 | 55820-1234-567890 | 0001 | TEST SET,INTERVALOMETER | $95.00 | 2 | 2 | $190.00
approved | S0513A-0019 | 55820-1234-567890 | 0002 | TUBE ASSEMBLY,METAL | $84.00 | 5 | 5 | $420.00
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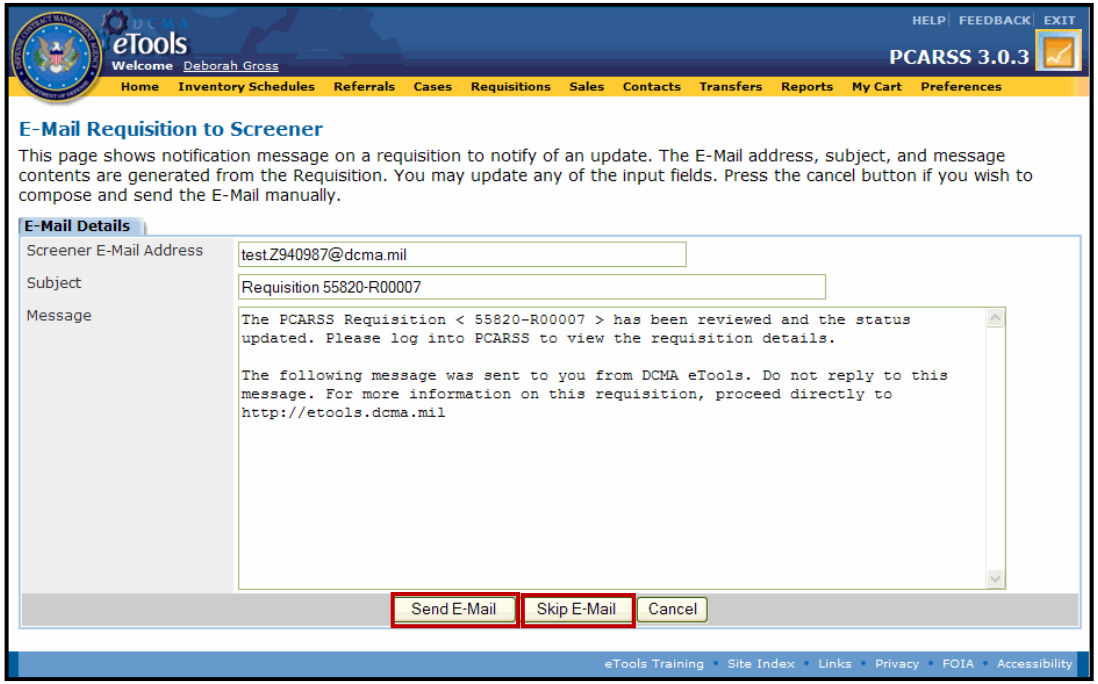
Graphic 2.6.9 : View Requisition page

Topic Five – Completing a Requisition

Completing a Requisition – Continued

Completing a Requisition (Graphic 2.6.9 – 2.6.10)	
4.	*Verify* that the **E-Mail address** and **message** are correct and *click* the Send E-Mail button. An E-Mail is sent to the Screener to let him or her know the requisition has been reviewed. The requisition now has the status Shipping Instructions Issued. **Note**: You can skip sending the E-Mail by clicking the Skip E-Mail button.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
E-Mail Requisition to Screener
This page shows notification message on a requisition to notify of an update. The E-Mail address, subject, and message contents are generated from the Requisition. You may update any of the input fields. Press the cancel button if you wish to compose and send the E-Mail manually.
E-Mail Details
Screener E-Mail Address
test.Z940987@dcma.mil
Subject
Requisition 55820-R00007
Message
The PCARSS Requisition < 55820-R00007 > has been reviewed and the status updated. Please log into PCARSS to view the requisition details.
The following message was sent to you from DCMA eTools. Do not reply to this message. For more information on this requisition, proceed directly to http://etools.dcma.mil
Send E-Mail
Skip E-Mail
Cancel
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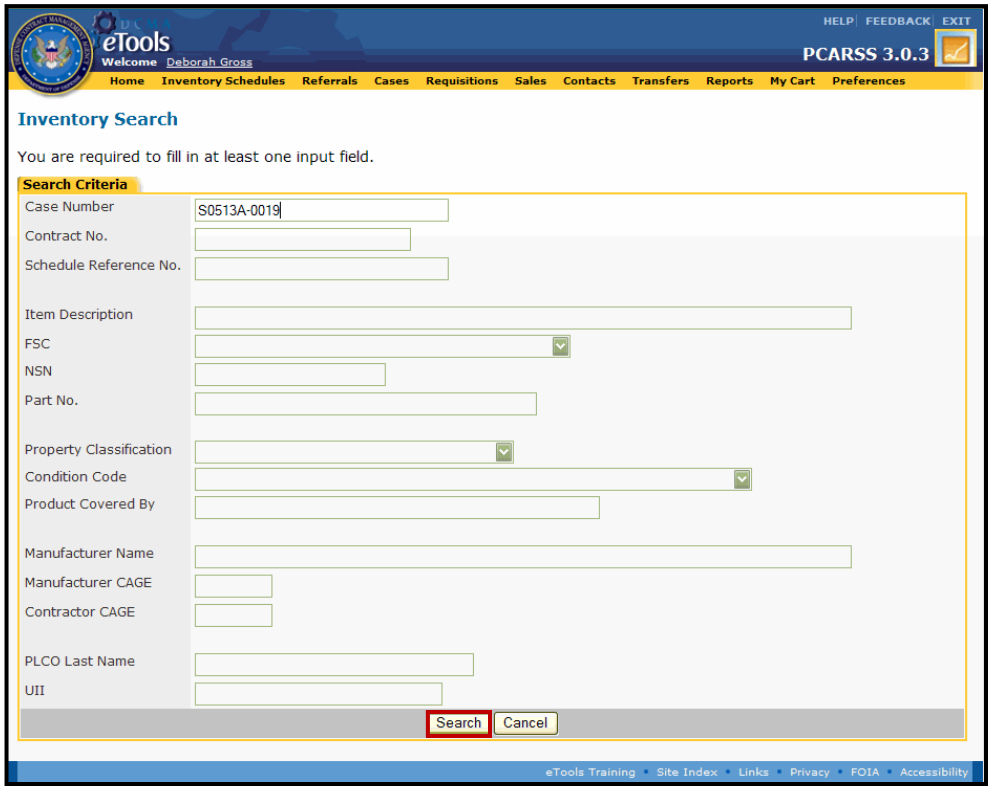
Graphic 2.6.10 : E-Mail Requisition to Screener page

Topic Six – Searching Inventory for Requisition

Searching Inventory for Requisition

For the PLCO and Administrator, the Inventory Search page appears when you click the Add More Items to Cart button on the My Cart page or the **add requisition** link on the Requisition Workload page.

Searching Inventory for Requisition (Graphics 2.6.11 – 2.6.12)	
1.	*Start* from the **Inventory Search page** (Graphic 2.6.11).
2.	*Type* **search criteria** in at least one of the search fields to find the desired inventory.
3.	*Click* the **Search** button. The Inventory Search Results page appears (Graphic 2.6.12).

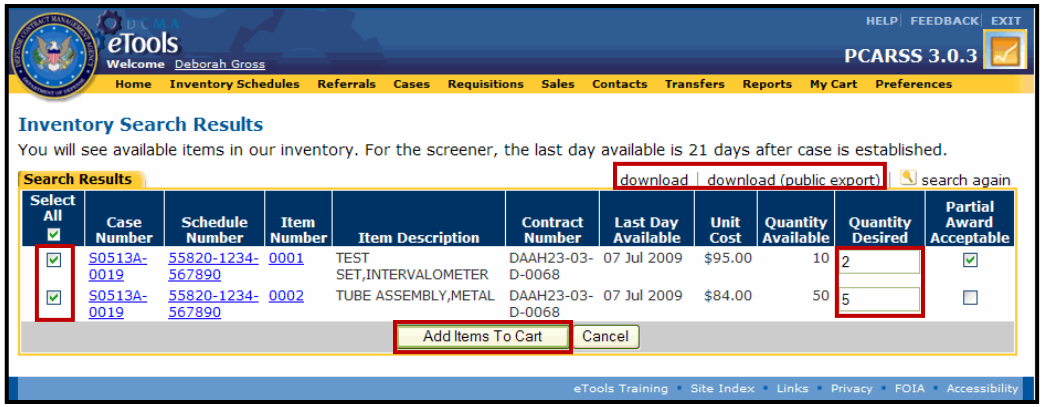


Graphic 2.6.11 : Inventory Search page

Topic Six – Searching Inventory for Requisition

Searching Inventory for Requisition – Continued

Searching Inventory for Requisition (Graphics 2.6.11 – 2.6.12)	
4.	To *download* the results in a Microsoft Excel spreadsheet, *click* the **download or download (public export)** links.
5.	*Click* the **checkbox** next to the item to select that item for your cart. The Quantity Desired box will automatically display the full available quantity for that item.
6.	*Reduce* the **quantity desired** if necessary. You cannot exceed the quantity available.
7.	*Click* the **Add Items to Cart** button. **Note**: You can modify the quantity desired and add to the cart from the case, inventory schedule, or line item levels by clicking the links on the case number, schedule number, or item number, respectively.

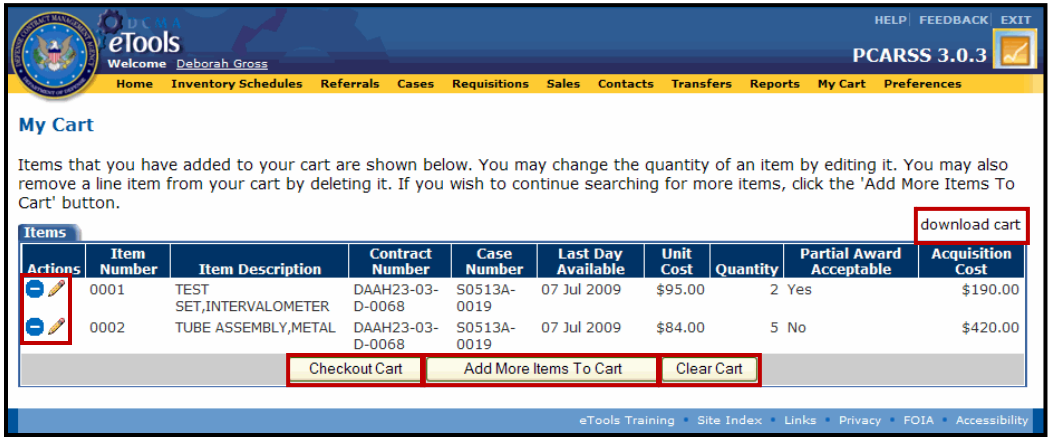


Graphic 2.6.12 : Inventory Search Results page

Topic Seven – Viewing the Cart

Viewing the Cart

Your cart holds all of the items you have selected for requisition that have not yet been checked out. Each time you add items to your cart, the My Cart page will appear and you will see the contents of your cart. You may also view the contents currently in your cart by clicking the **My Cart** link on the menu bar. When you check out the cart, you will use the same requisition information for all of the items in the cart.



Graphic 2.6.13 : My Cart page

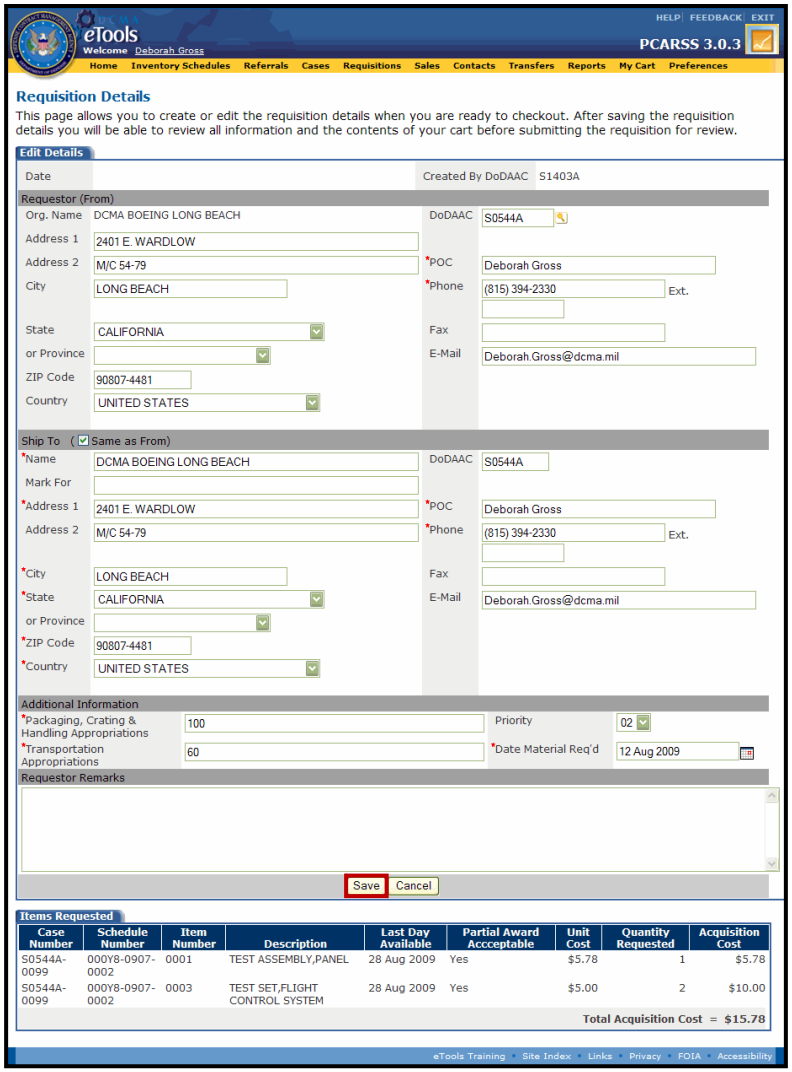
Viewing the Cart (Graphic 2.6.13)
Click the icon to change the quantity desired or whether or not a partial quantity is acceptable.
Click the icon to delete an item from the cart.
Click the **download** link to download a list of the items in your cart in a Microsoft Excel spreadsheet.
Click the **Checkout Cart** button to check out the items in your cart.
Click the **Add More Items to Cart** button to add more items to your cart. Note: If you sign out of PCARSS without creating a requisition,

Topic Eight – Creating a Requisition

Creating a Requisition

You begin the requisition process when you check out the items in your cart.

Creating a Requisition (Graphic 2.6.14)	
1.	*Start* from the **My Cart page**.
2.	*Click* the **Checkout Cart** button. The Requisition Details page appears (Graphic 2.6.14). Your name appears as the POC for the requisition, along with your phone number and E-Mail address, in the Requestor (From) section.
3.	*Populate* all **appropriate fields**.
4.	*Click* the **Save** button. The Requisition Workload page, Draft tab is displayed and your requisition is saved as a draft.
5.	*Open* the **draft requisition** and *verify* that all the *information* is correct.
6.	*Click* the **Submit Requisition** button. If the requisition needs to be routed to more than one PLCO for approval, separate requisitions are created.



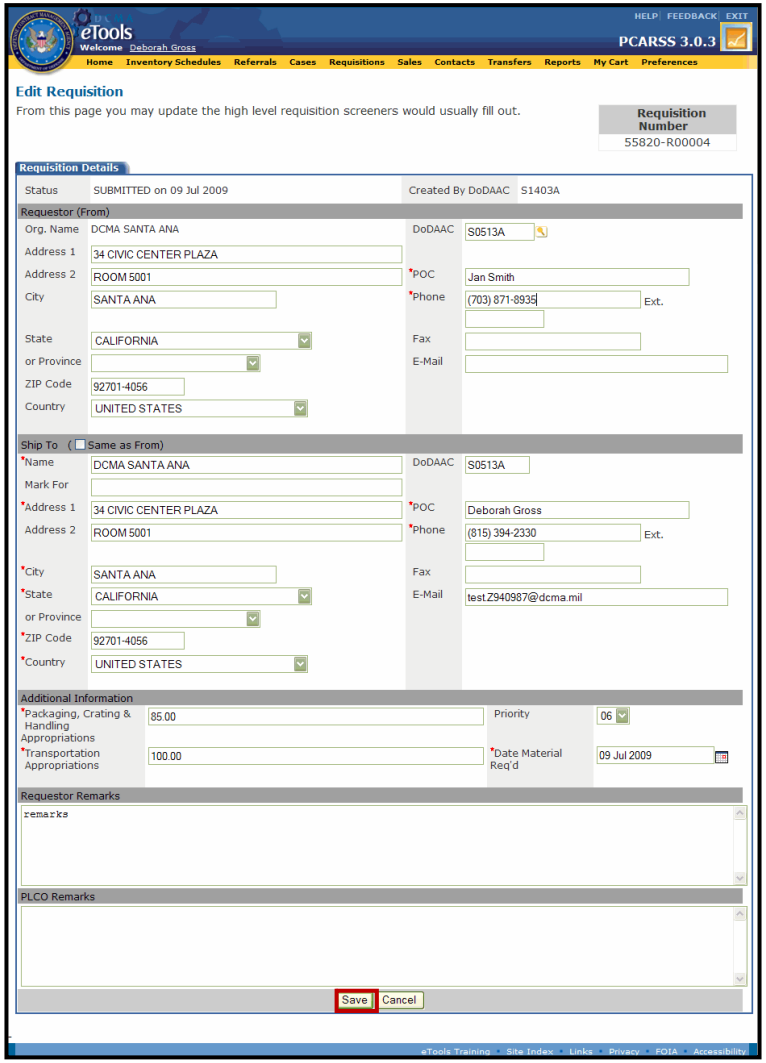
Graphic 2.6.14 : Requisition Details page

Topic Nine – Editing a Requisition

Editing a Requisition

A PLCO or Administrator can edit the requisition details for requisitions in Draft, Submitted, Cancelled, or Rejected status.

Editing a Requisition (Graphic 2.6.15)
Start on the **View Requisition** page.
Click the **edit** link at the top of the page. The Edit Requisition page appears (Graphic 2.6.15).
Click the **add items** link. The Inventory Search page appears where you can search for additional inventory for the requisition.
Click the **edit items** link. The My Requisition page appears where you may change quantities of the items you have already selected for requisition.



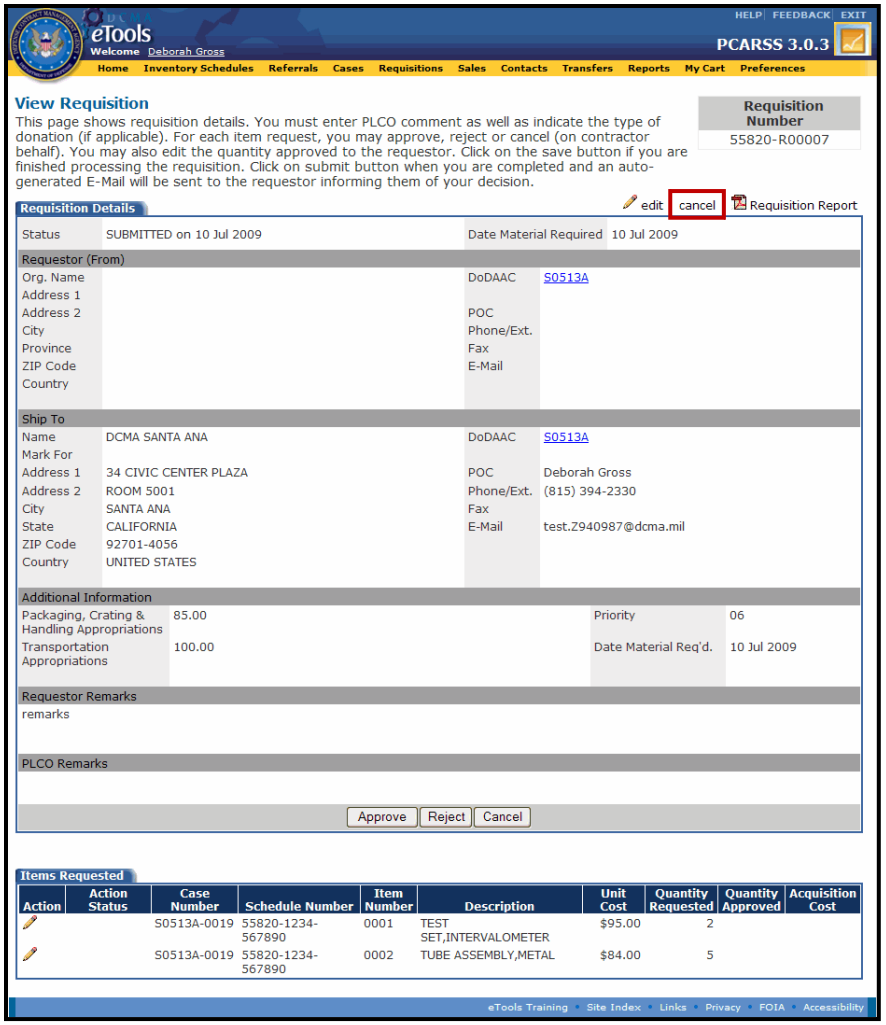
Graphic 2.6.15 : Edit Requisition page

Topic Ten – Canceling a Requisition

Canceling a Requisition

A PLCO or Administrator can cancel requisitions. Screeners, on the other hand, can only request cancellation of a requisition. Requisitions under a pending cancellation request will appear in your workload with the status Request Cancel. A PLCO can cancel a requisition until shipping instructions have been issued.

Canceling a Requisition (Graphic 2.6.16)	
1.	*Start* from the **Requisition Workload page**.
2.	*Find* the **requisition** you wish to cancel. The View Requisition page appears (Graphic 2.6.16).
3.	*Click* the **cancel** link. A pop-up window appears asking you to confirm the cancellation.
4.	*Click* the **OK** button on the pop-up window. The status of the requisition becomes Cancelled and will appear under the Inactive tab with Cancelled status.



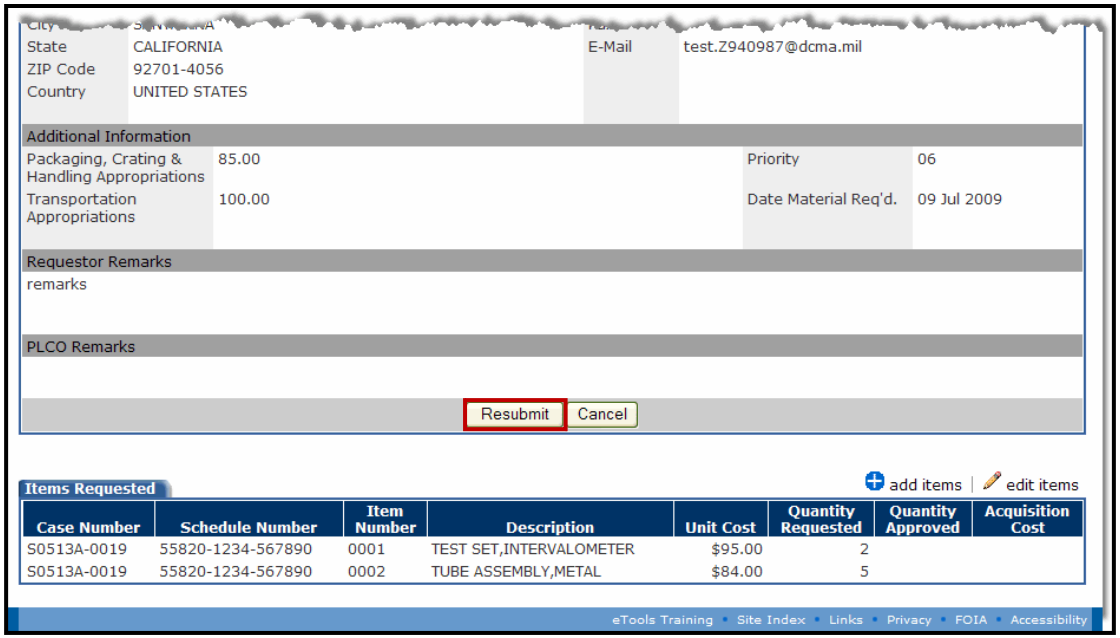
Graphic 2.6.16 : View Requisition page

Topic Eleven – Resubmitting a Requisition

Resubmitting a Requisition

A PLCO or Administrator can resubmit requisitions in Cancelled or Rejected status.

Resubmitting a Requisition (Graphic 2.6.17)	
1.	*Start* from the **Requisition Workload page**.
2.	*Select* the **Inactive tab**.
3.	*Find* the **Cancelled or Rejected requisition** you wish to resubmit. The View Requisition page appears (Graphic 2.6.17).
4.	*Verify* that all the **information** is correct.
5.	*Click* the **Resubmit** button. The requisition is moved to the Active tab and goes to Submitted status.


State CALIFORNIA
ZIP Code 92701-4056
Country UNITED STATES
E-Mail test.Z940987@dcma.mil
Additional Information
Packaging, Crating & Handling Appropriations 85.00
Transportation Appropriations 100.00
Priority 06
Date Material Req'd. 09 Jul 2009
Requestor Remarks
remarks
PLCO Remarks
Resubmit
Cancel
Items Requested
add items
edit items
Case Number | Schedule Number | Item Number | Description | Unit Cost | Quantity Requested | Quantity Approved | Acquisition Cost
S0513A-0019 | 55820-1234-567890 | 0001 | TEST SET,INTERVALOMETER | $95.00 | 2
S0513A-0019 | 55820-1234-567890 | 0002 | TUBE ASSEMBLY,METAL | $84.00 | 5
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Graphic 2.6.17 : View Requisition page (bottom)

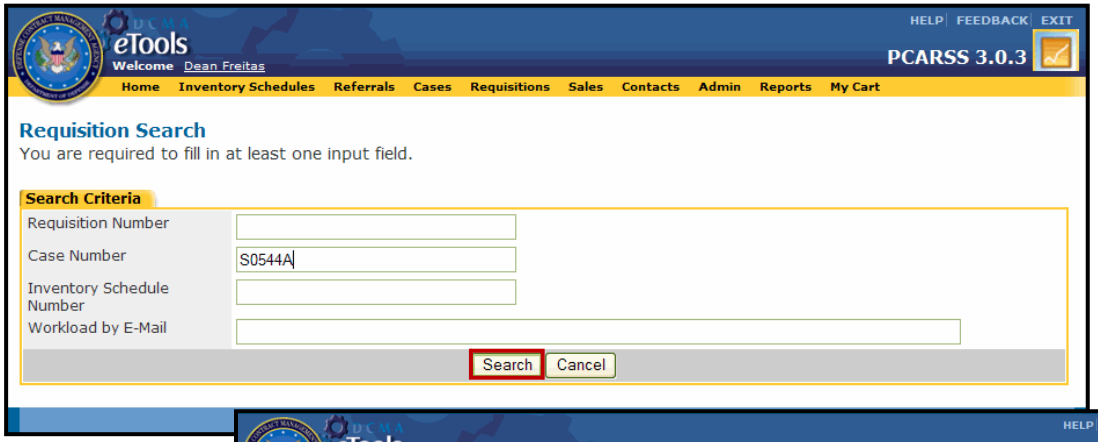
Topic Twelve – Searching for a Requisition

Searching for a Requisition

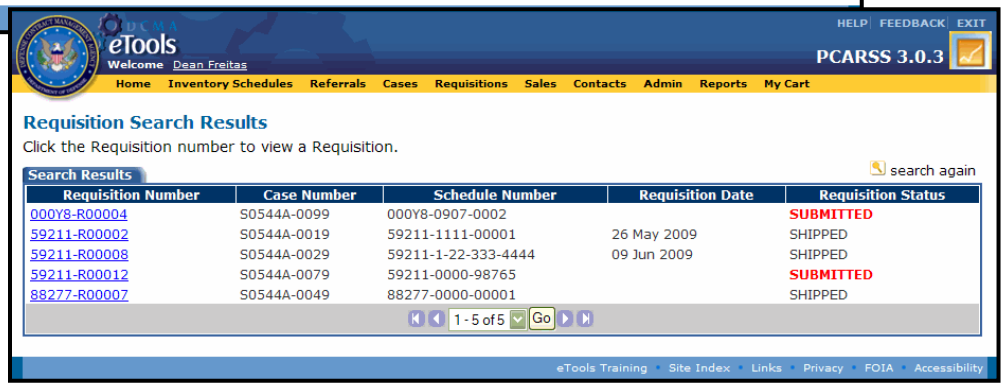
Only Administrators can search for requisitions in PCARSS and modify work belonging to any user.

Searching for a Requisition (Graphics 2.6.18 – 2.6.20))	
1.	*Click* the **search requisition** link on the Requisition Workload page (Graphic 2.6.18). The Requisition Search page appears (Graphic 2.6.19).
2.	*Type* **search criteria** in at least one of the search fields to find the desired requisition.
3.	*Click* the **Search** button. The Requisition Search Results page appears (Graphic 2.6.20).
4.	*Select* a **requisition** to view the requisition details and line items associated with the requisition.

Graphic 2.6.18 : Requisition Search Results page



Graphic 2.6.19 : Requisition Search page


eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Requisition Search Results
Click the Requisition number to view a Requisition.
search again
Search Results
Requisition Number | Case Number | Schedule Number | Requisition Date | Requisition Status
000Y8-R00004 | S0544A-0099 | 000Y8-0907-0002 | | SUBMITTED
59211-R00002 | S0544A-0019 | 59211-1111-00001 | 26 May 2009 | SHIPPED
59211-R00008 | S0544A-0029 | 59211-1-22-333-4444 | 09 Jun 2009 | SHIPPED
59211-R00012 | S0544A-0079 | 59211-0000-98765 | | SUBMITTED
88277-R00007 | S0544A-0049 | 88277-0000-00001 | | SHIPPED
1 - 5 of 5
Go
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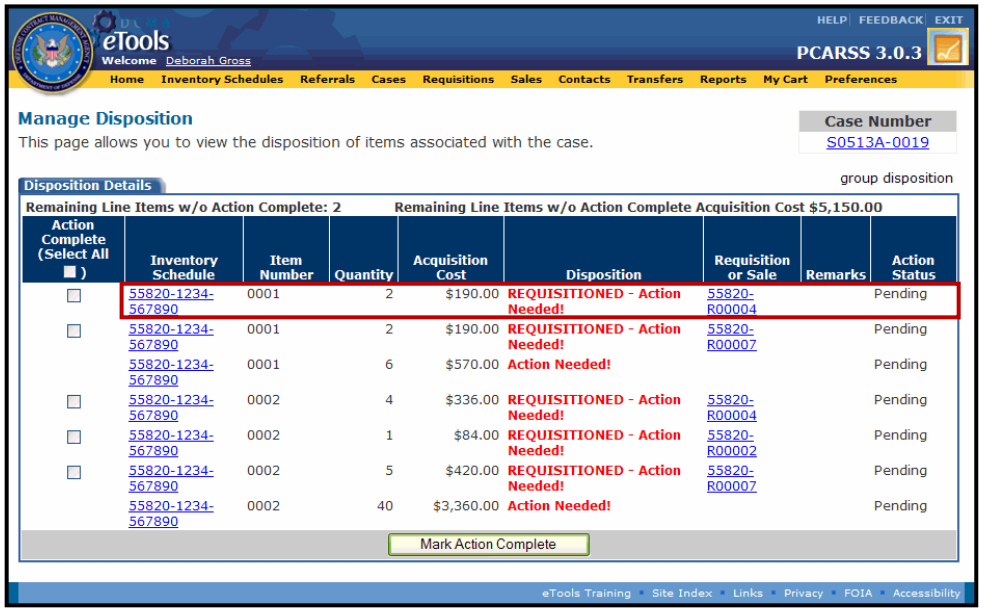
Graphic 2.6.20 : Requisition Search Results page

Issuing a Final Disposition on Requisitioned Inventory

After a requisition has been approved and completed, you will need to issue a final disposition to the requisitioned items.

Issuing a Final Disposition on Requisitioned Inventory (Graphics 2.6.21 – 2.6.24)	
1.	*Start* from the **View Case Details page**.
2.	*Click* the **disposition** link. The Manage Disposition page appears (Graphic 2.6.21).
3.	*Click* the **link on the inventory schedule number** for the requisition. The Update Disposition page appears (Graphic 2.6.22). **Note**: The requisitions will have Requisitioned - Action Needed! in the Disposition column.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0513A-0019
group disposition
Disposition Details
Remaining Line Items w/o Action Complete: 2
Remaining Line Items w/o Action Complete Acquisition Cost $5,150.00
Action Complete (Select All)
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition or Sale
Remarks
Action Status
55820-1234-567890 0001 2 $190.00 REQUISITIONED - Action Needed! 55820-R00004 Pending
55820-1234-567890 0001 2 $190.00 REQUISITIONED - Action Needed! 55820-R00007 Pending
55820-1234-567890 0001 6 $570.00 Action Needed! Pending
55820-1234-567890 0002 4 $336.00 REQUISITIONED - Action Needed! 55820-R00004 Pending
55820-1234-567890 0002 1 $84.00 REQUISITIONED - Action Needed! 55820-R00002 Pending
55820-1234-567890 0002 5 $420.00 REQUISITIONED - Action Needed! 55820-R00007 Pending
55820-1234-567890 0002 40 $3,360.00 Action Needed! Pending
Mark Action Complete
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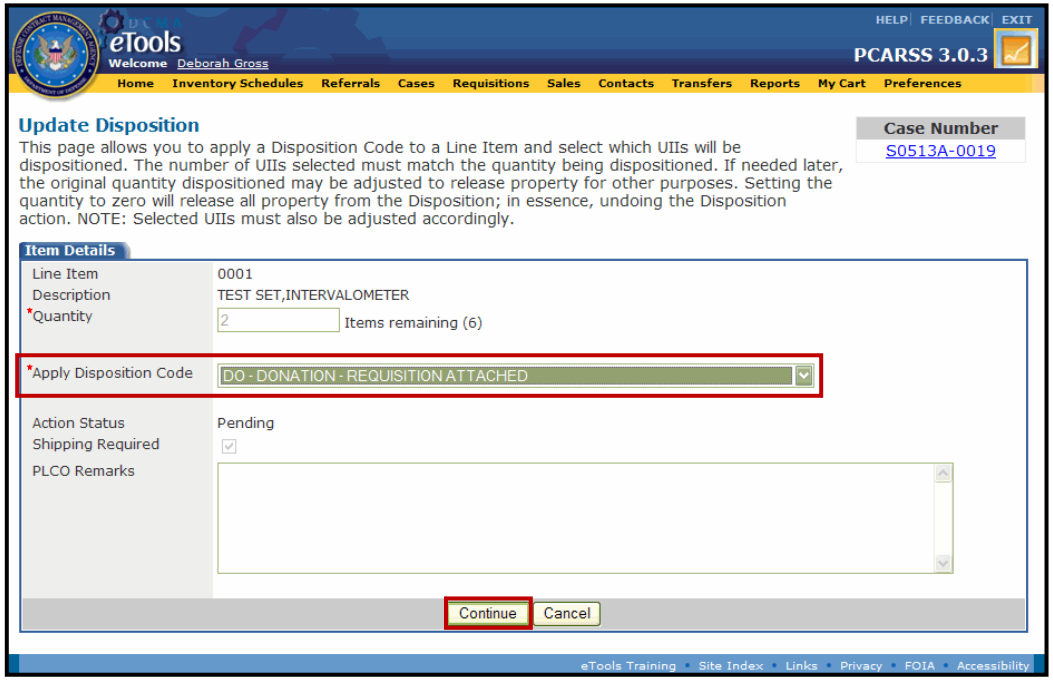
Graphic 2.6.21 : Manage Disposition page

Issuing a Final Disposition on Requisitioned Inventory

After a requisition has been approved and completed, you will need to issue a final disposition to the requisitioned items.

Issuing a Final Disposition on Requisitioned Inventory (Graphics 2.6.21 – 2.6.24)	
4.	*Select* a **disposition code** from the Apply Disposition Code drop-down list.
5.	*Type* **comments** in the PLCO Remarks box.
6.	*Notice* that the **quantity** of the item approved appears in the Quantity box and **shipping** is automatically required. This information cannot be modified.
7.	*Click* the **Continue** button. The Disposition – Assign UII page appears if UIIs were selected for the requisition (Graphic 2.6.23).


eTools
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PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Disposition
This page allows you to apply a Disposition Code to a Line Item and select which UIIs will be dispositioned. The number of UIIs selected must match the quantity being dispositioned. If needed later, the original quantity dispositioned may be adjusted to release property for other purposes. Setting the quantity to zero will release all property from the Disposition; in essence, undoing the Disposition action. NOTE: Selected UIIs must also be adjusted accordingly.
Case Number
S0513A-0019
Item Details
Line Item 0001
Description TEST SET,INTERVALOMETER
*Quantity 2 Items remaining (6)
*Apply Disposition Code DO - DONATION - REQUISITION ATTACHED
Action Status Pending
Shipping Required
PLCO Remarks
Continue
Cancel
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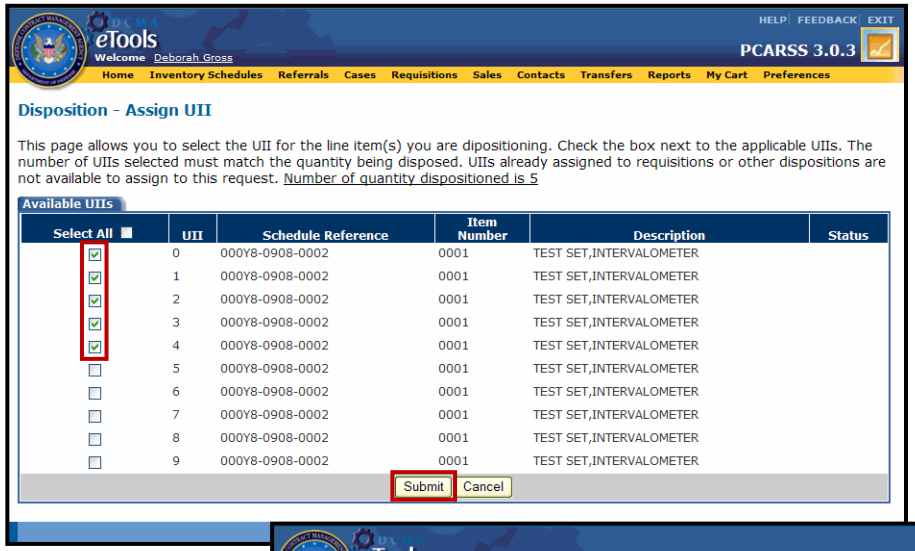
Graphic 2.6.22 : Update Disposition page

Issuing a Final Disposition on Requisitioned Inventory

Issuing a Final Disposition on Requisitioned Inventory (Graphics 2.6.21 – 2.6.24)	
8.	*Notice* that the **UIIs** you assigned to the requisition are already checked.
9.	*Verify* these **UIIs** are correct.
10.	*Click* the **Submit** button. If you selected Donation - Requisition Attached as your disposition code, the Create Disposition page will appear where you will select a school to donate the inventory (Graphic 2.6.24). Otherwise, the Manage Disposition page and displays the disposition code you selected.


eTools
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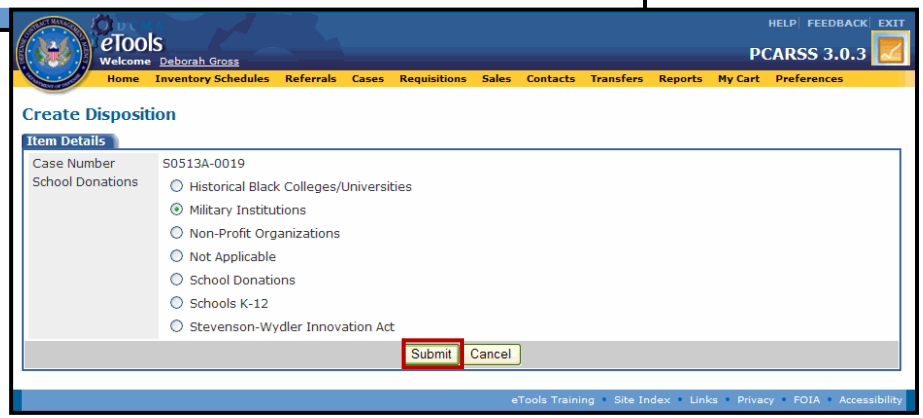
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Disposition - Assign UII
This page allows you to select the UII for the line item(s) you are dipositioning. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being disposed. UIIs already assigned to requisitions or other dispositions are not available to assign to this request. Number of quantity dispositioned is 5
Available UIIs
Select All
UII
Schedule Reference
Item Number
Description
Status
0 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
1 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
2 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
3 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
4 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
5 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
6 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
7 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
8 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
9 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
Submit
Cancel

Graphic 2.6.23 : Disposition – Assign UII page



Graphic 2.6.24 : Create Disposition page

Lesson Six – Review

Lesson Six covered the following topics:

Topic One	Managing the Requisition Workload
Topic Two	Approving Items on a Requisition
Topic Three	Editing Line Item Shipping Information and Approval Status
Topic Four	Rejecting a Requisition
Topic Five	Completing a Requisition
Topic Six	Searching Inventory for Requisition
Topic Seven	Viewing the Cart
Topic Eight	Creating a Requisition
Topic Nine	Editing a Requisition
Topic Ten	Canceling a Requisition
Topic Eleven	Resubmitting a Requisition
Topic Twelve	Searching for a Requisition
Topic Thirteen	Issuing a Final Disposition on Requisitioned Inventory

Lesson Seven

Sales

Lesson Seven – Topics

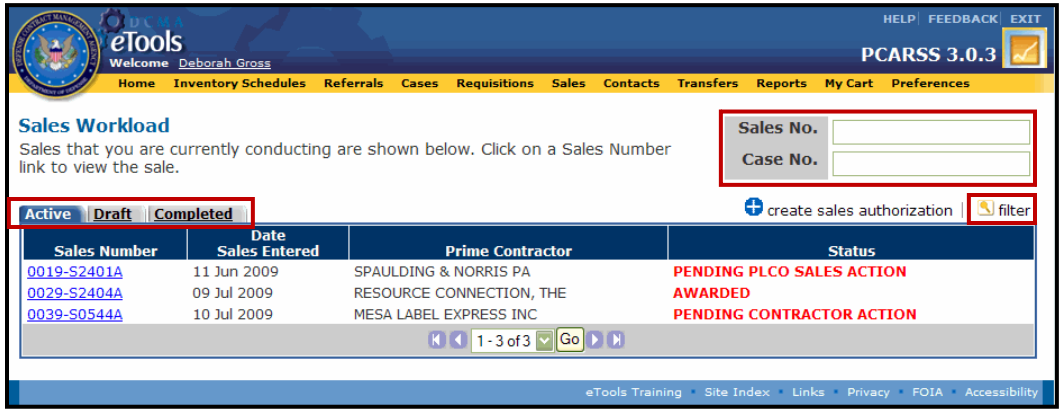
Lesson Seven Topics

Topic One	Managing the Sales Workload
Topic Two	Creating a Sales Authorization
Topic Three	Editing a Sale
Topic Four	Searching for a Sale
Topic Five	Managing Sales Lots
Topic Six	Searching for Existing Bidders
Topic Seven	Creating a New Bidder
Topic Eight	Entering Bids
Topic Nine	Viewing the Bid Summary
Topic Ten	Awarding the Sale
Topic Eleven	Collecting Proceeds
Topic Twelve	Issuing a Final Disposition on Sold Inventory

Managing the Sales Workload

PLCOs and Administrators can view the Sales Workload by clicking either the **Sales** link on the menu bar or **Sales Submitted for your Review** link on the Home Page. The Sales Workload has three tabs: Active, Draft, and Completed. The Active tab displays your workload and appears by default.

Managing the Sales Workload (Graphic 2.7.1)	
1.	*Select* the **Active tab**. Displays the sales you have authorized for your assigned DoDAACs and CAGEs. Some are being entered by you on the contractor's behalf and others are being conducted by the Contractor. All of the sales will require your award decision and closing.
2.	*Select* the **Draft tab**. Displays the sales authorizations that you have created but not yet submitted.
3.	*Select* the **Completed tab**. Displays your closed sales.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Sales Workload
Sales that you are currently conducting are shown below. Click on a Sales Number link to view the sale.
Sales No.
Case No.
Active Draft Completed
create sales authorization
filter
Sales Number
Date Sales Entered
Prime Contractor
Status
0019-S2401A 11 Jun 2009 SPAULDING & NORRIS PA PENDING PLCO SALES ACTION
0029-S2404A 09 Jul 2009 RESOURCE CONNECTION, THE AWARDED
0039-S0544A 10 Jul 2009 MESA LABEL EXPRESS INC PENDING CONTRACTOR ACTION
1 - 3 of 3 Go
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Graphic 2.7.1 : Sales Workload page, Active tab

To search for a sale within the workload, *type* the sale number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the requisitions that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Sale No. and Case No. boxes and click the **filter** link.

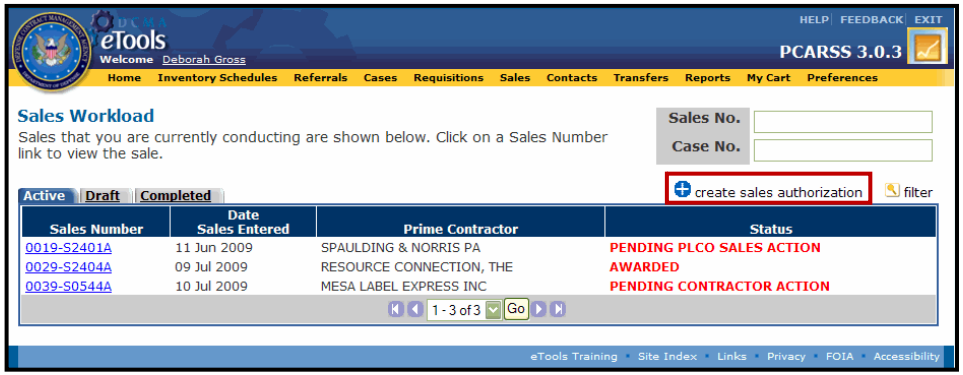
The workload tabs now display all of your requisitions.

Topic Two – Creating a Sales Authorization

Creating a Sales Authorization

PLCOs and Administrators may authorize sales that can either be conducted by themselves or by the Contractor.

Creating a Sales Authorization (Graphics 2.7.2 – 2.7.6)	
1.	*Start* from the **Sales Workload page** (Graphic 2.7.2).
2.	*Click* the **create sales authorization** link. The Create Sales Authorization page appears (Graphic 2.7.3).
3.	*Type* the **prime CAGE** for the inventory you wish to sell.
4.	*Click* the icon next to the Prime CAGE field. The company name is populated next to the field.
5.	*Enter* **values** for all the other fields.
6.	*Click* the **Save and Continue** button. The Create Sales Authorization – Step 2 page appears and displays all the available inventory from your case workload. (Graphic 2.7.4)


eTools
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HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Sales Workload
Sales that you are currently conducting are shown below. Click on a Sales Number link to view the sale.
Sales No.
Case No.
create sales authorization
filter
Active Draft Completed
Sales Number | Date Sales Entered | Prime Contractor | Status
0019-S2401A | 11 Jun 2009 | SPAULDING & NORRIS PA | PENDING PLCO SALES ACTION
0029-S2404A | 09 Jul 2009 | RESOURCE CONNECTION, THE | AWARDED
0039-S0544A | 10 Jul 2009 | MESA LABEL EXPRESS INC | PENDING CONTRACTOR ACTION
1 - 3 of 3 Go
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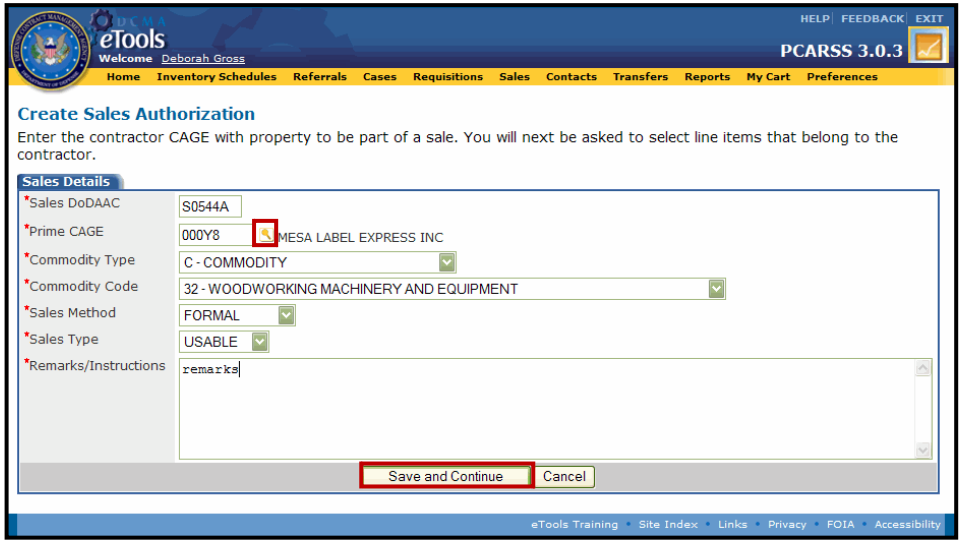
Graphic 2.7.2 : Sales Workload page

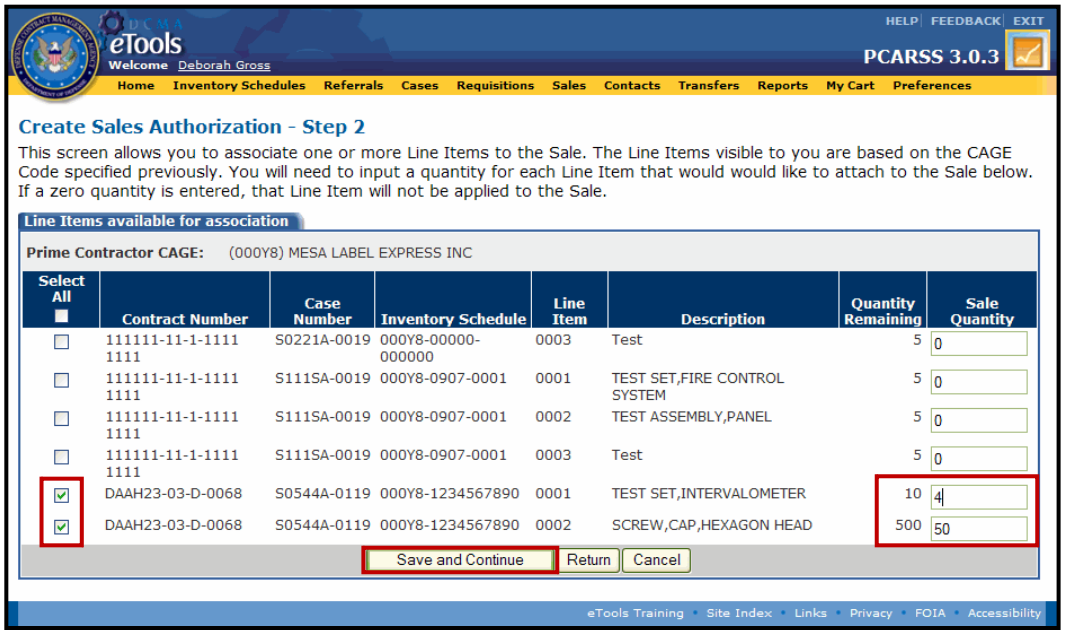

eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Create Sales Authorization
Enter the contractor CAGE with property to be part of a sale. You will next be asked to select line items that belong to the contractor.
Sales Details
*Sales DoDAAC S0544A
*Prime CAGE 000Y8 MESA LABEL EXPRESS INC
*Commodity Type C - COMMODITY
*Commodity Code 32 - WOODWORKING MACHINERY AND EQUIPMENT
*Sales Method FORMAL
*Sales Type USABLE
*Remarks/Instructions remarks
Save and Continue Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.7.3 : Create Sales Authorization page

Topic Two – Creating a Sales Authorization

Creating a Sales Authorization – Continued

Creating a Sales Authorization (Graphics 2.7.2 – 2.7.6)	
7.	*Check* the **boxes** next to the items you wish to sell. The full available quantity is populated in the Sale Quantity box for the checked items .
8.	*Modify* the **quantity** of each item if necessary.
9.	*Click* the **Save and Continue** button. The View Sale page appears (Graphic 2.7.5).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Create Sales Authorization - Step 2
This screen allows you to associate one or more Line Items to the Sale. The Line Items visible to you are based on the CAGE Code specified previously. You will need to input a quantity for each Line Item that would would like to attach to the Sale below. If a zero quantity is entered, that Line Item will not be applied to the Sale.
Line Items available for association
Prime Contractor CAGE: (000Y8) MESA LABEL EXPRESS INC
Select All
Contract Number
Case Number
Inventory Schedule
Line Item
Description
Quantity Remaining
Sale Quantity
111111-11-1-1111 1111 S0221A-0019 000Y8-00000-000000 0003 Test 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0001 TEST SET,FIRE CONTROL SYSTEM 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0002 TEST ASSEMBLY,PANEL 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0003 Test 5 0
DAAH23-03-D-0068 S0544A-0119 000Y8-1234567890 0001 TEST SET,INTERVALOMETER 10 4
DAAH23-03-D-0068 S0544A-0119 000Y8-1234567890 0002 SCREW,CAP,HEXAGON HEAD 500 50
Save and Continue
Return
Cancel
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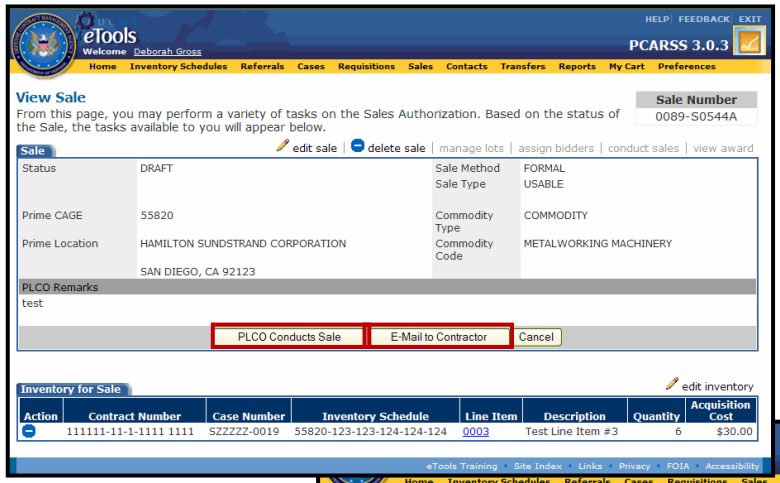
Graphic 2.7.4 : Create Sales Authorization – Step 2 page

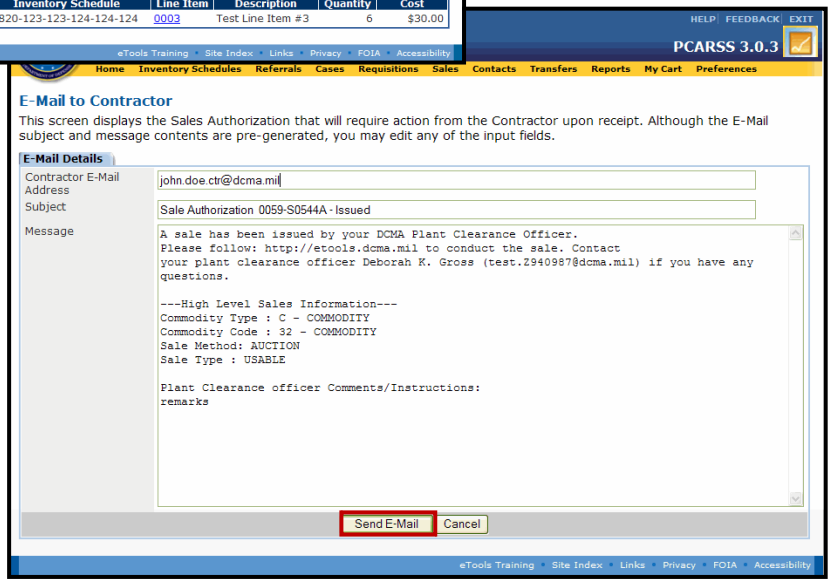
Topic Two – Creating a Sales Authorization

Creating a Sales Authorization – Continued

Creating a Sales Authorization (Graphics 2.7.2 – 2.7.6)	
10.	*Click* the **PLCO Conducts Sale** button to conduct the sale yourself, or *Click* the **Send to Contractor** button to notify the contractor of the sales authorization and have them conduct the sale. The E-Mail to Contractor page appears (Graphic 2.7.6).
11.	*Verify* that the **E-Mail address** and **message** are correct and *click* the **Send E-Mail** button.



Graphic 2.7.5 : View Sale page for Draft Sale


HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
E-Mail to Contractor
This screen displays the Sales Authorization that will require action from the Contractor upon receipt. Although the E-Mail subject and message contents are pre-generated, you may edit any of the input fields.
E-Mail Details
Contractor E-Mail Address
john.doe.ctr@dcma.mil
Subject
Sale Authorization 0059-S0544A - Issued
Message
A sale has been issued by your DCMA Plant Clearance Officer.
Please follow: http://etools.dcma.mil to conduct the sale. Contact
your plant clearance officer Deborah K. Gross (test.Z940987@dcma.mil) if you have any
questions.
---High Level Sales Information---
Commodity Type : C - COMMODITY
Commodity Code : 32 - COMMODITY
Sale Method: AUCTION
Sale Type : USABLE
Plant Clearance officer Comments/Instructions:
remarks
Send E-Mail
Cancel
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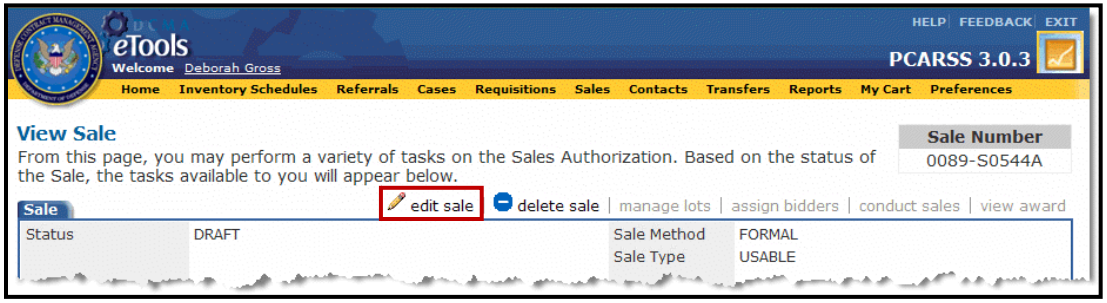
Graphic 2.7.6 : E-Mail to Contractor page

Topic Three – Editing a Sale

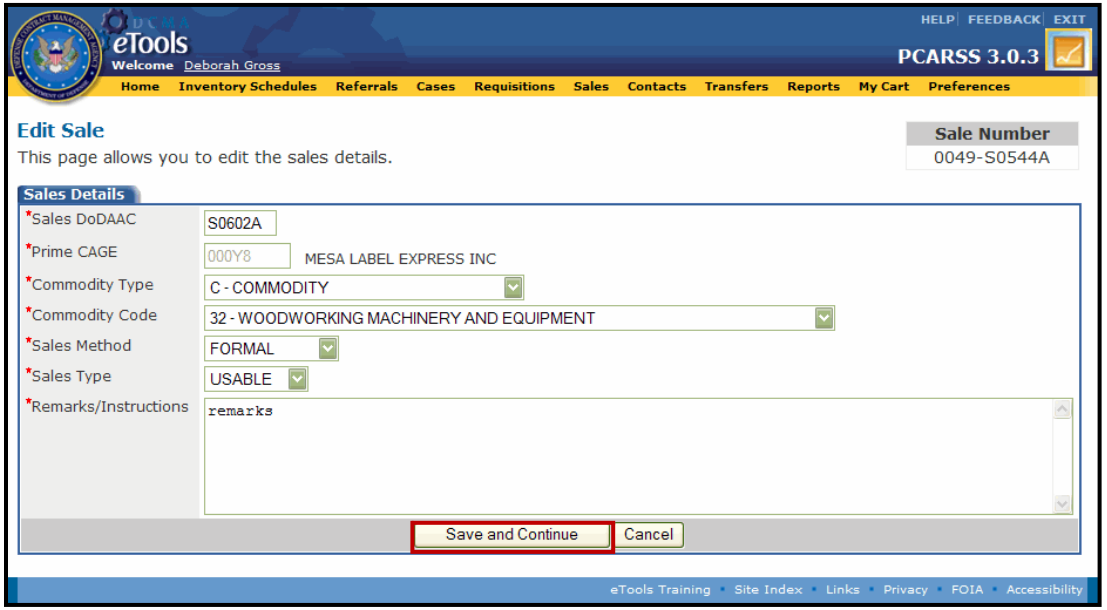
Editing a Sale – Editing Sale Information

From the View Sale page, PLCOs and Administrators can edit the sale information. This can no longer be done once all bids have been completed.

Editing Sale Information (Graphics 2.7.7 – 2.7.8)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** that is still pending action. The View Sale page appears (Graphic 2.7.7).
3.	*Click* the **edit sale** link. The Edit Sale page appears (Graphic 2.7.8).
4.	*Modify* the **necessary information**.
5.	*Click* the **Save and Continue** button. The View Sale page appears and displays your changes.



Graphic 2.7.7 : View Sale page (top)



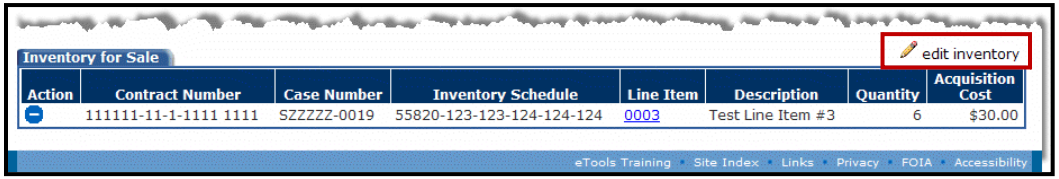
Graphic 2.7.8 : Edit Sale page

Topic Three – Editing a Sale

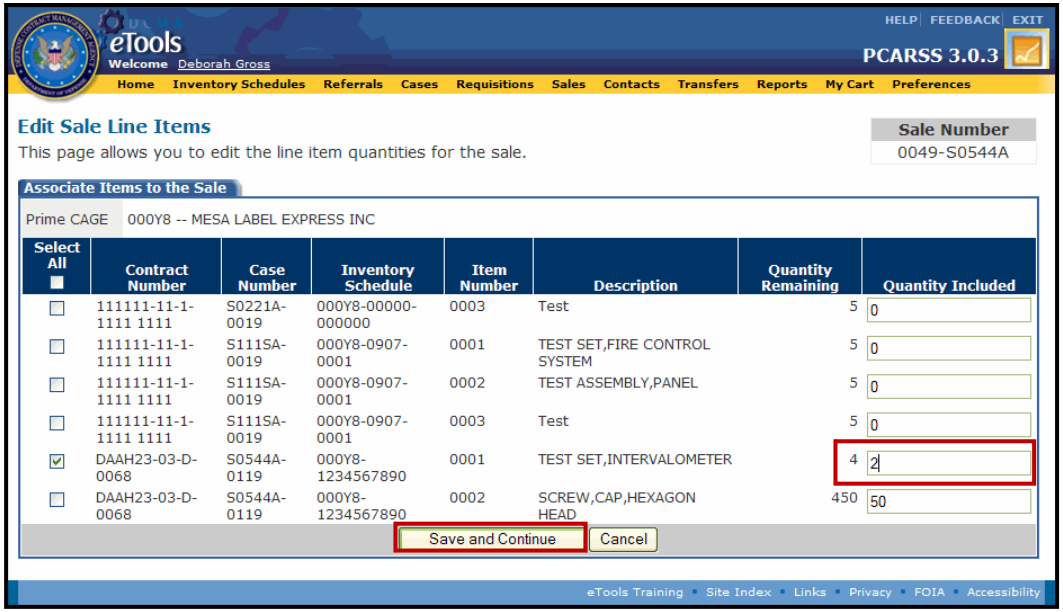
Editing a Sale – Editing Line Items for Sale

From the View Sale page, PLCOs and Administrators can modify the inventory for sale. This can no longer be done once all bids have been completed.

Editing Line Items for Sale (Graphics 2.7.9 – 2.7.10)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** that is still pending action. The View Sale page appears (Graphic 2.7.9).
3.	*Click* the **edit inventory** link. The Edit Sale Line Items page appears (Graphic 2.7.10).
4.	*Modify* the **item quantities** as necessary. **Note**: You can also use this opportunity to add more items to the sale.
5.	*Click* the **Save and Continue** button. The View Sale page appears and displays your changes.



Graphic 2.7.9 : View Sale page (bottom)


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Edit Sale Line Items
This page allows you to edit the line item quantities for the sale.
Sale Number
0049-S0544A
Associate Items to the Sale
Prime CAGE 000Y8 -- MESA LABEL EXPRESS INC
Select All
Contract Number
Case Number
Inventory Schedule
Item Number
Description
Quantity Remaining
Quantity Included
111111-11-1-1111 1111 S0221A-0019 000Y8-00000-000000 0003 Test 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0001 TEST SET,FIRE CONTROL SYSTEM 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0002 TEST ASSEMBLY,PANEL 5 0
111111-11-1-1111 1111 S111SA-0019 000Y8-0907-0001 0003 Test 5 0
DAAH23-03-D-0068 S0544A-0119 000Y8-1234567890 0001 TEST SET,INTERVALOMETER 4 2
DAAH23-03-D-0068 S0544A-0119 000Y8-1234567890 0002 SCREW,CAP,HEXAGON HEAD 450 50
Save and Continue
Cancel
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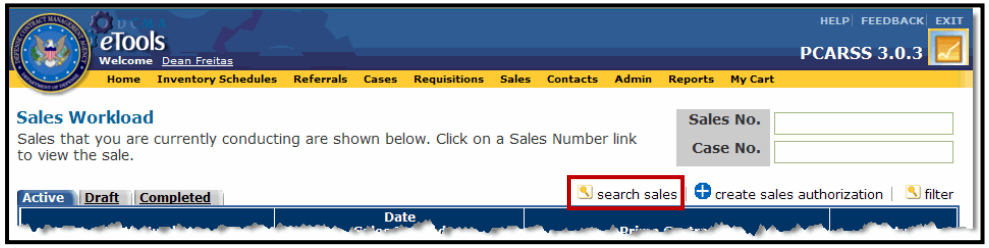
Graphic 2.7.10 : Edit Sale Line Items page

Topic Four – Searching for a Sale

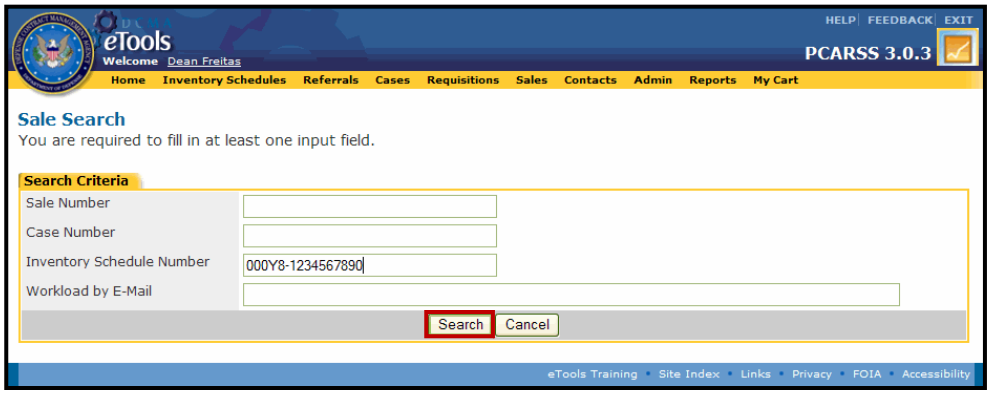
Searching for a Sale

Only Administrators can search for sales in PCARSS and modify work belonging to any user.

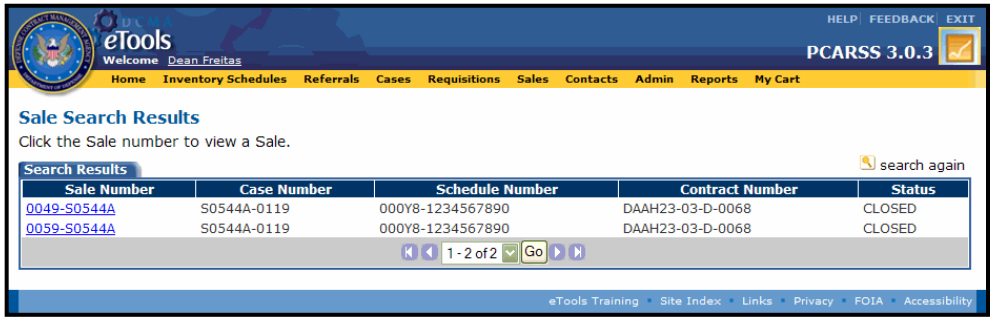
Searching for a Sale (Graphics 2.7.11 – 2.7.13)	
1.	*Click* the **search sales** link on the Sales Workload Page (Graphic 2.7.11). The Sale Search page appears (Graphic 2.7.12).
2.	*Type* **search criteria** in at least one of the search fields to find the desired sale.
3.	*Click* the **Search** button. The Sale Search Results page appears (Graphic 2.7.13).
4.	*Select* a sale to view the sales details and line items associated with the sale.


eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Sales Workload
Sales that you are currently conducting are shown below. Click on a Sales Number link to view the sale.
Sales No.
Case No.
Active Draft Completed
search sales
create sales authorization
filter
Date

Graphic 2.7.11 : Sale Search Results page



Graphic 2.7.12 : Sale Search page



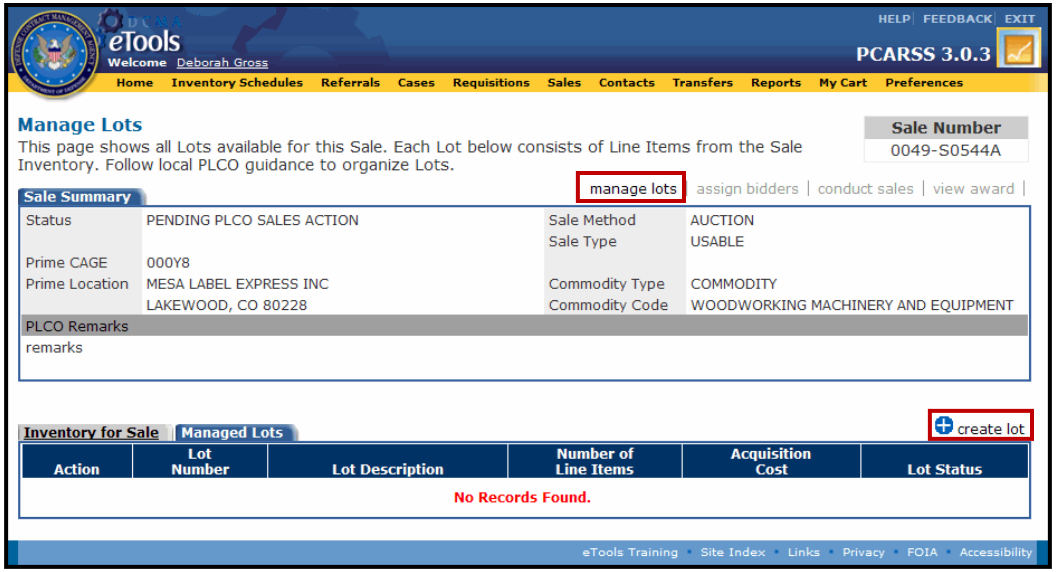
Graphic 2.7.13 : Sale Search Results page

Topic Five – Managing Sales Lots

Managing Sales Lots

A lot is a group of line items that will be sold as a bundle for a price. Creating sales lots is the first step in the sales process.

Managing Sales Lots (Graphics 2.7.14 – 2.7.15)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a sale that is pending action. The View Sale page appears.
3.	*Click* the **manage lots** link. The Manage Lots page appears (Graphic 2.7.14).
4.	*Click* the **create lot** link. The Create/Update Lot page appears (Graphic 2.7.15).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Lots
This page shows all Lots available for this Sale. Each Lot below consists of Line Items from the Sale Inventory. Follow local PLCO guidance to organize Lots.
Sale Number
0049-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status PENDING PLCO SALES ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale
Managed Lots
create lot
Action
Lot Number
Lot Description
Number of Line Items
Acquisition Cost
Lot Status
No Records Found.
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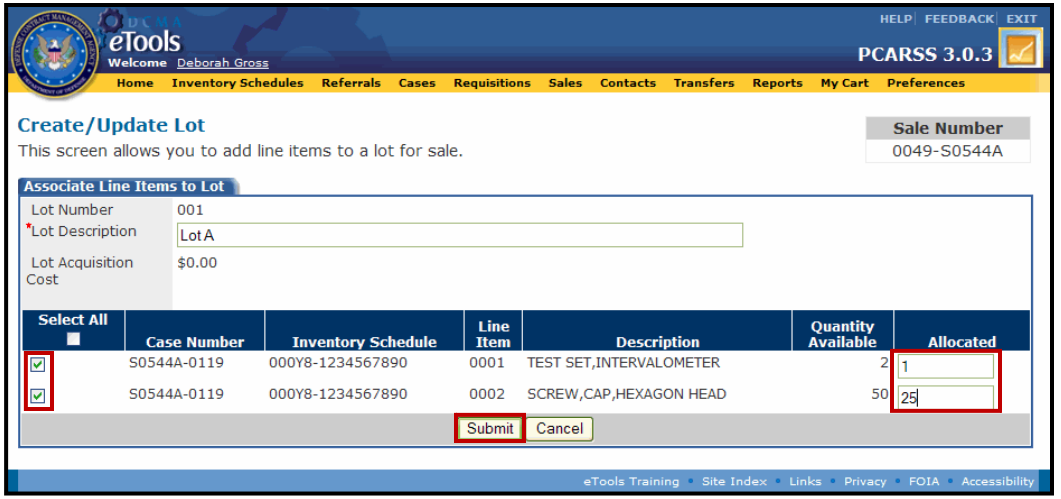
Graphic 2.7.14 : Manage Lots page

Topic Five – Managing Sales Lots

Managing Sales Lots – Continued

Managing Sales Lots (Graphics 2.7.14 – 2.7.15)	
5.	*Type* a **description** in the Lot Description box.
6.	*Check* the **boxes** next to the items you wish to include in the lot. The Allocated box automatically displays the full available quantity for that item.
7.	*Modify* the **quantity** of each item you wish to include if necessary.
8.	*Click* the **Submit** button. **Note**: You may repeat these steps until you have no items left to assign to lots.



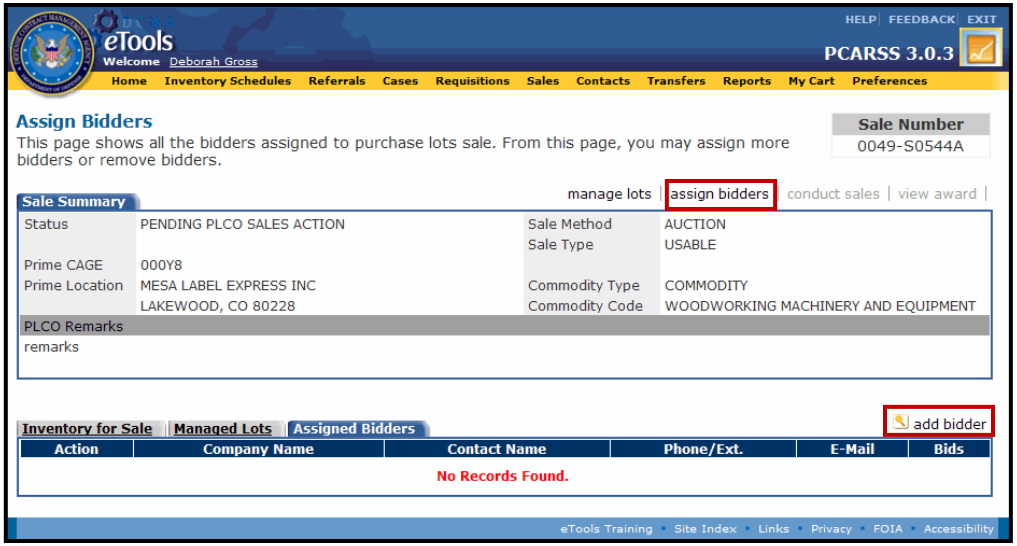
Graphic 2.7.15 : Create/Update Lot page

Topic Six – Searching for Existing Bidders

Searching for Existing Bidders

Once you have created one or more lots for the sale, the assign bidders link appears at the top of the page. The Assign Bidders page lists the bidders assigned to purchase the lots on the sale and appears by default on the Assign Bidders page.

Searching for Existing Bidders (Graphics 2.7.16 – 2.7.18)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** that is pending action. The View Sale page appears.
3.	*Click* the **assign bidders** link. The Assign Bidders page appears (Graphic 2.7.16).
4.	*Click* the **add bidder** link. The Search Bidders page appears (Graphic 2.7.17).
5.	*Type* **search criteria** in at least one field.
6.	*Click* the **Search** button. The Bidder Search Results page appears (Graphic 2.7.18).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Assign Bidders
This page shows all the bidders assigned to purchase lots sale. From this page, you may assign more bidders or remove bidders.
Sale Number
0049-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status PENDING PLCO SALES ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders
add bidder
Action Company Name Contact Name Phone/Ext. E-Mail Bids
No Records Found.
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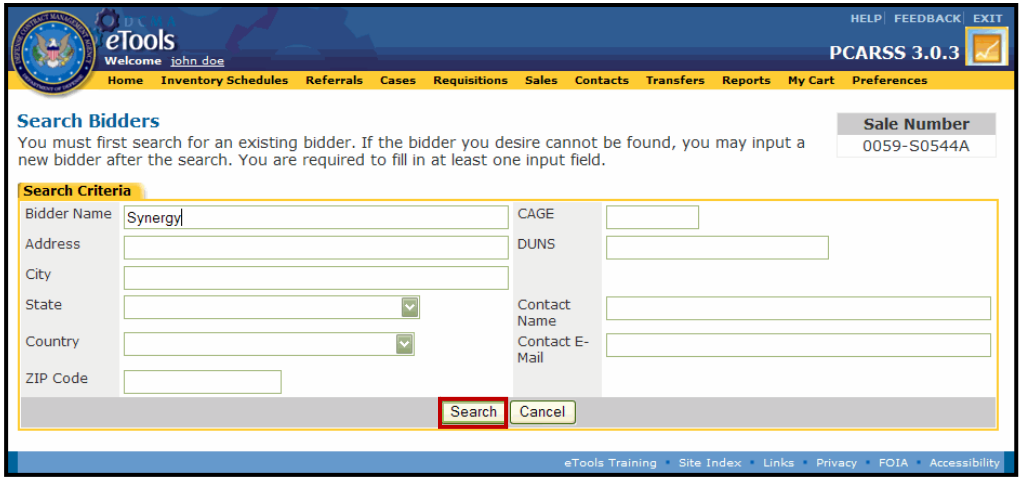
Graphic 2.7.16 : Assign Bidders page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Search Bidders
You must first search for an existing bidder. If the bidder you desire cannot be found, you may input a new bidder after the search. You are required to fill in at least one input field.
Sale Number
0059-S0544A
Search Criteria
Bidder Name Synergy
Address
City
State
Country
ZIP Code
CAGE
DUNS
Contact Name
Contact E-Mail
Search Cancel
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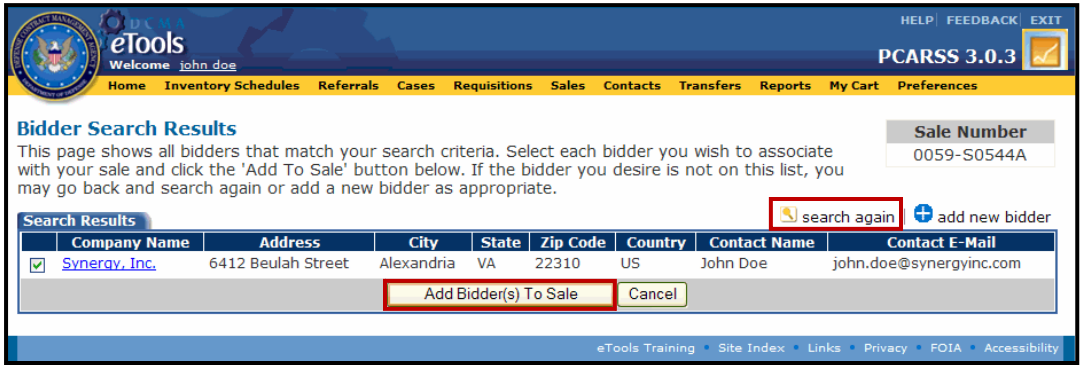
Graphic 2.7.17 : Search Bidders page

Topic Six – Searching for Existing Bidders

Searching for Existing Bidders

Searching for Existing Bidders (Graphics 2.7.16 – 2.7.18)	
7.	*Check* the **box** next to the bidders' names to add them to the sale.
8.	*Click* the **Add Bidder(s) to Sale** button. The Assign Bidders page appears and lists the bidders assigned to purchase the lots on the sale.
To search for bidders again, *click* the **search again** link.	


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Bidder Search Results
This page shows all bidders that match your search criteria. Select each bidder you wish to associate with your sale and click the 'Add To Sale' button below. If the bidder you desire is not on this list, you may go back and search again or add a new bidder as appropriate.
Sale Number
0059-S0544A
Search Results
search again
add new bidder
Company Name
Address
City
State
Zip Code
Country
Contact Name
Contact E-Mail
Synergy, Inc.
6412 Beulah Street
Alexandria
VA
22310
US
John Doe
john.doe@synergyinc.com
Add Bidder(s) To Sale
Cancel
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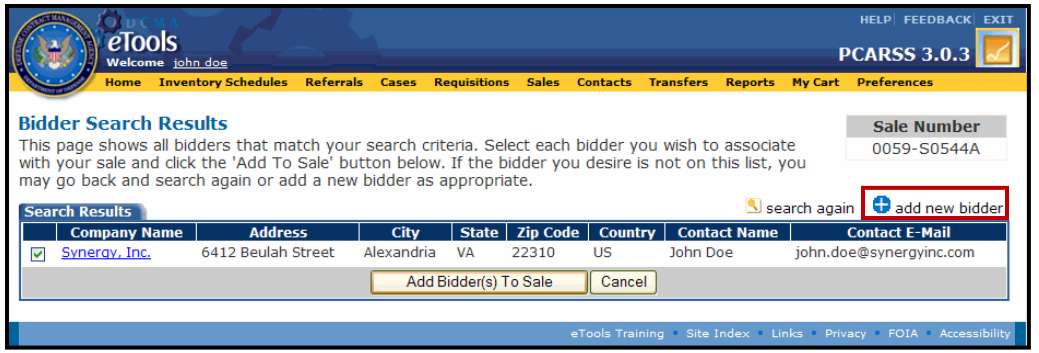
Graphic 2.7.18 : Bidder Search Results page

Topic Seven – Creating a New Bidder

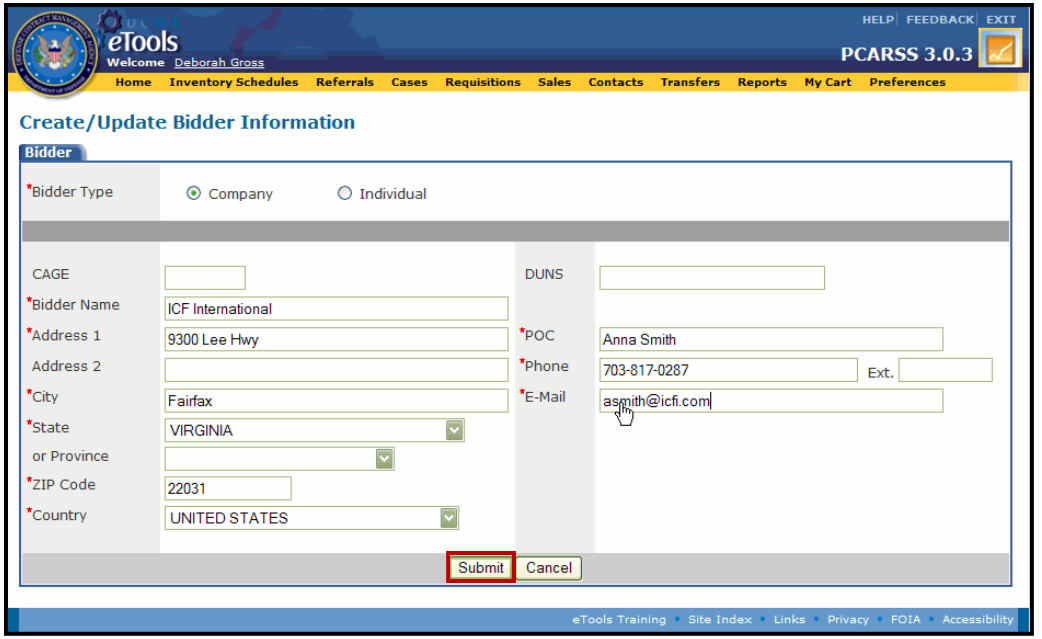
Creating a New Bidder

If you can't find your desired bidder in the search results, you can create a new bidder.

Creating a New Bidder (Graphics 2.7.19 – 2.7.20)	
1.	*Start* from the **Bidder Search Results page** (Graphic 2.7.19).
2.	*Click* the ⊕ **add new bidder** link. The Create/Update Bidder Information page appears (Graphic 2.7.20).
3.	*Type* the **bidder details**.
4.	*Click* the **Submit** button. The bidder is not yet added to the sale, however it has been added to the database and will be available to search for and add.
5.	*Perform* the steps for **Searching for Existing Bidders**.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Bidder Search Results
This page shows all bidders that match your search criteria. Select each bidder you wish to associate with your sale and click the 'Add To Sale' button below. If the bidder you desire is not on this list, you may go back and search again or add a new bidder as appropriate.
Sale Number
0059-S0544A
Search Results
search again
add new bidder
Company Name Address City State Zip Code Country Contact Name Contact E-Mail
Synergy, Inc. 6412 Beulah Street Alexandria VA 22310 US John Doe john.doe@synergyinc.com
Add Bidder(s) To Sale
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.7.19 : Bidder Search Results page



Graphic 2.7.20 : Create/Update Bidder Information page

Topic Eight – Entering Bids

Entering Bids

Once you have assigned one or more bidders to the sale, the **conduct sales** link appears at the top of the page. Clicking the **conduct sales** link will allow you enter bids on the sales lots.

Entering Bids (Graphic 2.7.21 – 2.7.24)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a sale that is pending action. The View Sale page appears.
3.	*Click* the **conduct sales** link. The Conduct Sales page appears (Graphic 2.7.21).
4.	*Click* the **enter bids by bidder** link. The Enter Bids page appears (Graphic 2.7.22).

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HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Conduct Sales
This page shows all the top 3 bids for the lots for sale. You may enter bids by clicking on the action link.
Sale Number
0049-S0544A
manage lots | assign bidders | conduct sales | view award |
Sale Summary
Status PENDING PLCO SALES ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales
enter bids by bidder
Lot Number | Lot Description | Number of Line Items | Lot Acquisition Cost | Lot Status | Bid 1 | Bid 2 | Bid 3
001 Lot A 2 $1,100.00 $0.00 $0.00 $0.00
002 Lot B 2 $1,100.00 $0.00 $0.00 $0.00
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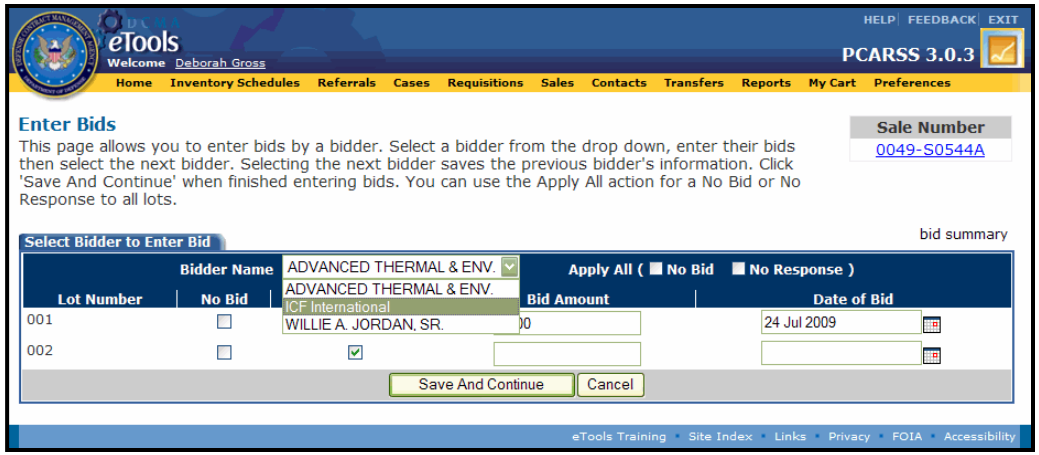
Graphic 2.7.21 : Conduct Sales page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0049-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name ADVANCED THERMAL & ENV.
Apply All (No Bid No Response)
ADVANCED THERMAL & ENV.
ICF International
WILLIE A. JORDAN, SR.
Lot Number | No Bid | Bid Amount | Date of Bid
001 24 Jul 2009
002
Save And Continue Cancel
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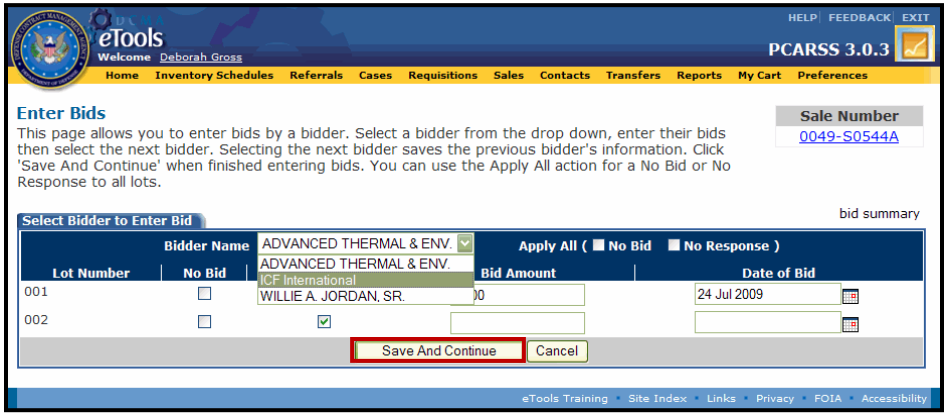
Graphic 2.7.22 : Enter Bids page

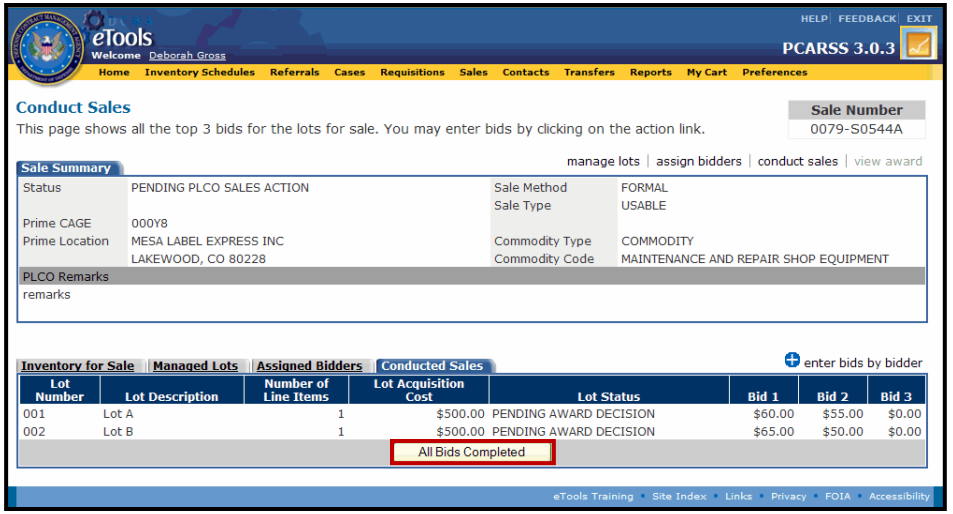
Topic Eight – Entering Bids

Entering Bids – Continued

Entering Bids (Graphic 2.7.21 – 2.7.24)	
5.	*Select* a **bidder** from the Bidder Name drop-down list.
6.	*Check* the **box** for either No Bid or No Response or type the amount of the bidder's bid.
7.	*Select* a **date** if you typed a bid amount or selected the No Bid option.
8.	*Repeat* **Steps 5-7** for each bidder.
9.	*Click* the **Save and Continue** button to save your changes. The Conduct Sales page appears (Graphic 2.7.24). **Note**: Once all the bidders have either a bid, no bid, or no response selected for each lot, the All Bids Completed button appears on the Conduct Sales page.
10.	*Click* the **All Bids Completed** button. Once you click the All Bids Completed button, the sale's status will change to All Bids Complete and you will no longer be able to modify lots, bidders, or bid amounts.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0049-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name
ADVANCED THERMAL & ENV.
ADVANCED THERMAL & ENV.
ICF International
WILLIE A. JORDAN, SR.
Apply All (No Bid No Response)
Lot Number
No Bid
Bid Amount
Date of Bid
001
24 Jul 2009
002
Save And Continue
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.7.23 : Enter Bids page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Conduct Sales
This page shows all the top 3 bids for the lots for sale. You may enter bids by clicking on the action link.
Sale Number
0079-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status PENDING PLCO SALES ACTION
Sale Method FORMAL
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code MAINTENANCE AND REPAIR SHOP EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale Managed Lots Assigned Bidders Conducted Sales
enter bids by bidder
Lot Number
Lot Description
Number of Line Items
Lot Acquisition Cost
Lot Status
Bid 1
Bid 2
Bid 3
001 Lot A 1 $500.00 PENDING AWARD DECISION $60.00 $55.00 $0.00
002 Lot B 1 $500.00 PENDING AWARD DECISION $65.00 $50.00 $0.00
All Bids Completed
eTools Training Site Index Links Privacy FOIA Accessibility

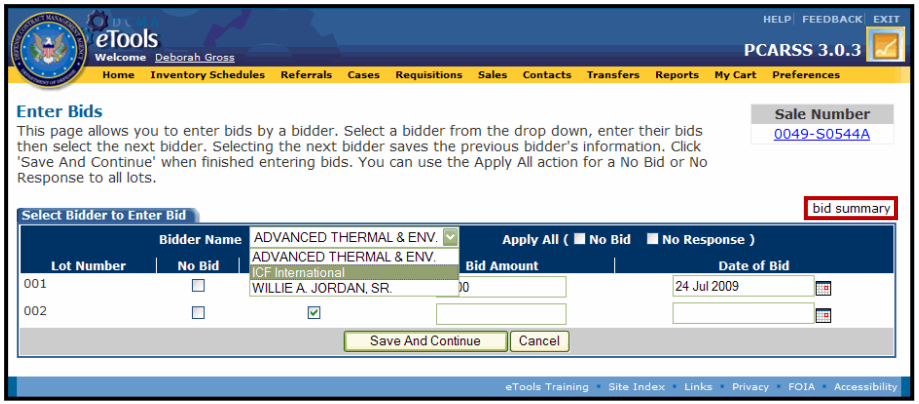
Graphic 2.7.24 : Conduct Sales page with bids entered for all items

Topic Nine – Viewing the Bid Summary

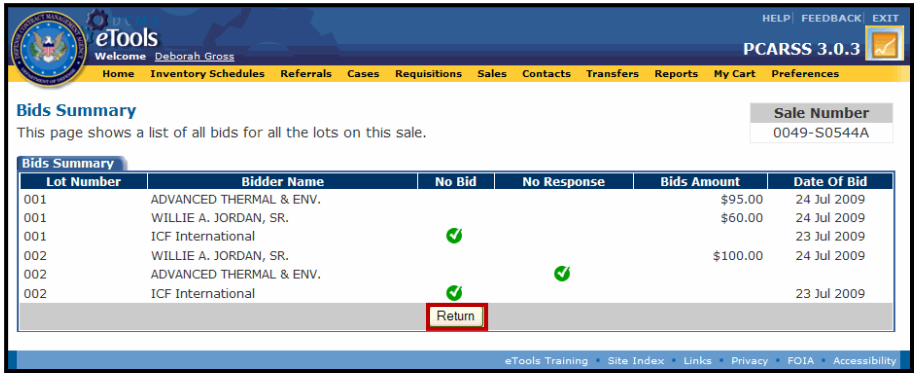
Viewing the Bid Summary

At any time during or after the bid entry process, you may view a summary of the bids already entered. The bid summary link appears on the Enter Bids page during the bid entry process, but is moved to the Conduct Sales page once all bids are complete.

Viewing the Bid Summary (Graphics 2.7.25 – 2.7.26)	
1.	*Start* from the **View Sale page**.
2.	*Select* the **conduct sales** link. If the **conduct sales** link is grayed out because all bids are complete, select the **Conduct Sales** tab. The Conduct Sales page appears.
3.	*Click* the **bid summary** link. The link is displayed on the Conduct Sales page only after all bids are complete. Otherwise, *click* the **enter bids by bidder** link. The Enter Bids page appears (Graphic 2.7.26).
4.	*Click* the **bid summary** link. Each lot and bidder, along with their bid amount and date of bid appears (Graphic 2.7.15)
5.	*Click* the **OK** button to return to the previous


eTools
Welcome Deborah Gross
PCARSS 3.0.3
HELP FEEDBACK EXIT
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0049-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name
ADVANCED THERMAL & ENV.
ADVANCED THERMAL & ENV.
ICF International
WILLIE A. JORDAN, SR.
Apply All (No Bid No Response)
Lot Number
No Bid
Bid Amount
Date of Bid
001
002
24 Jul 2009
Save And Continue
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.7.25 : Bids Summary page


eTools
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HELP FEEDBACK EXIT
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Bids Summary
This page shows a list of all bids for all the lots on this sale.
Sale Number
0049-S0544A
Bids Summary
Lot Number
Bidder Name
No Bid
No Response
Bids Amount
Date Of Bid
001 ADVANCED THERMAL & ENV. $95.00 24 Jul 2009
001 WILLIE A. JORDAN, SR. $60.00 24 Jul 2009
001 ICF International 23 Jul 2009
002 WILLIE A. JORDAN, SR. $100.00 24 Jul 2009
002 ADVANCED THERMAL & ENV.
002 ICF International 23 Jul 2009
Return
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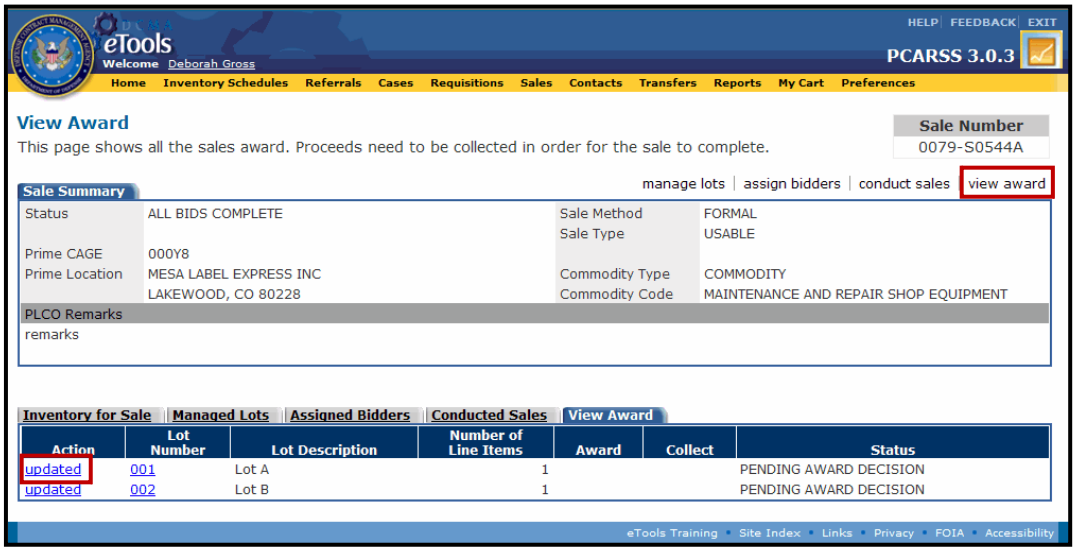
Graphic 2.7.26 : Bids Summary page

Topic Ten – Awarding the Sale

Awarding the Sale

The PLCO or Administrator has the ability to award sales. While the Contractor is able to conduct the sale, he or she cannot award the lots. A sale ready to be awarded will have the status All Bids Complete.

Awarding the Sale (Graphics 2.7.27 – 2.7.29)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** with the All Bids Complete or Awarded status. The View Award page appears (Graphic 2.7.27).
3.	*Click* the **updated** link next to a lot with the Pending Award Decision status. The Award Decision page appears (Graphic 2.7.38).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Award
This page shows all the sales award. Proceeds need to be collected in order for the sale to complete.
Sale Number
0079-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status ALL BIDS COMPLETE
Sale Method FORMAL
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code MAINTENANCE AND REPAIR SHOP EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales | View Award
Action | Lot Number | Lot Description | Number of Line Items | Award | Collect | Status
updated | 001 | Lot A | 1 | | | PENDING AWARD DECISION
updated | 002 | Lot B | 1 | | | PENDING AWARD DECISION
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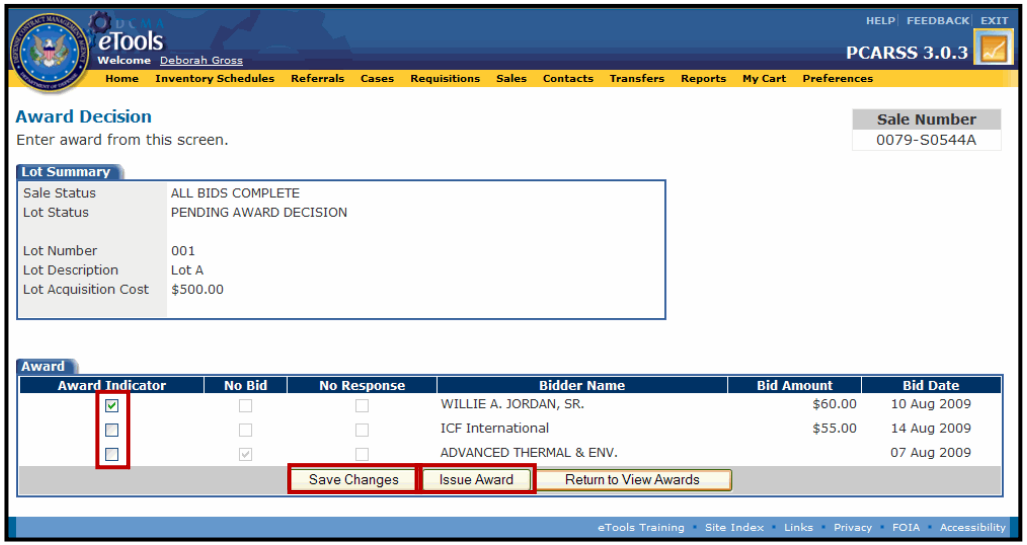
Graphic 2.7.27 : View Award page

Topic Ten – Awarding the Sale

Awarding the Sale – Continued

Awarding the Sale (Graphics 2.7.27 – 2.7.29)	
4.	*Check* the **box** next to the bidder you wish to award.
5.	*Click* the **Save Changes** button to save the changes without actually issuing the award, or *Click* the **Issue Award** button to award the bidder. If you chose Issue Award, the Assign UII to Sale page appears (Graphic . 2.7.29)
6.	*Check* the **boxes** next to the UIIs you wish to include in the lot.
7.	*Click* the **Submit** button. The lot is now awarded to the bidder you selected and its status is Pending Award Collections.

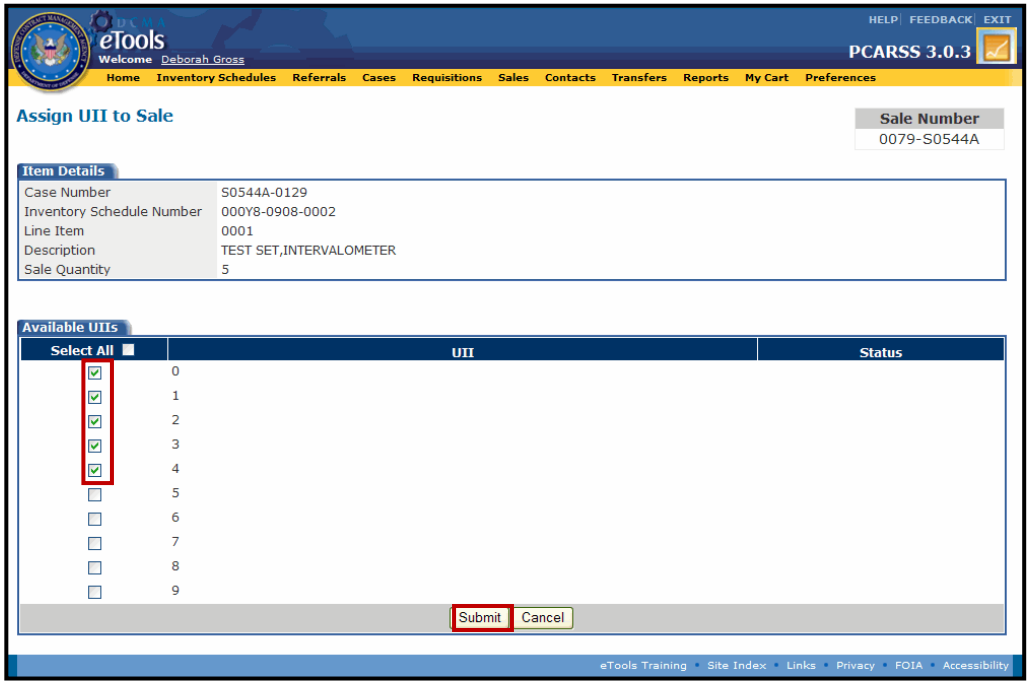


Graphic 2.7.28 : Award Decision page

Topic Ten – Awarding the Sale

Awarding the Sale – Continued

Awarding the Sale (Graphics 2.7.27 – 2.7.29)	
8.	*Check* the **boxes** next to the UIIs you wish to include in the lot.
9.	*Click* the **Submit** button. The View Award page appears. The lot is now awarded to the bidder you selected and its status is Pending Award Collections.



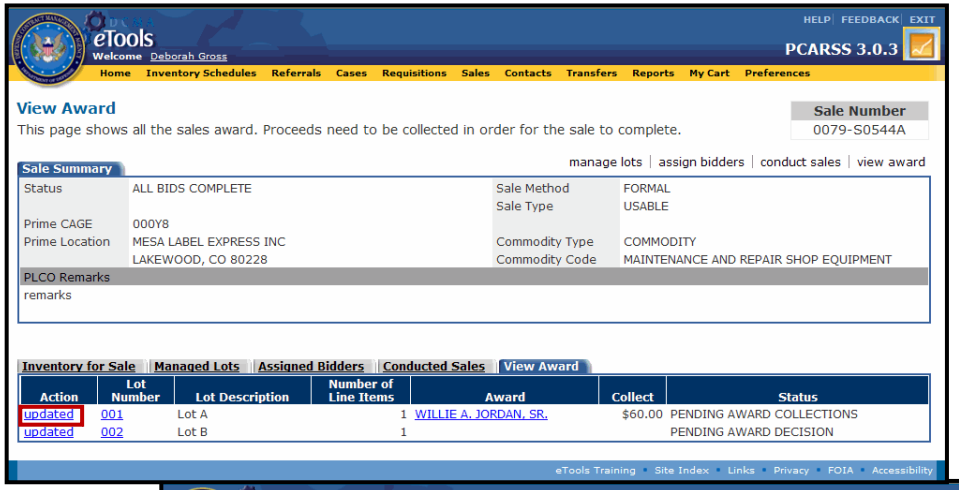
Graphic 2.7.29 : Assign UII to Sale page

Topic Ten – Awarding the Sale

Awarding the Sale – Awarding to Another Bidder

Remember that you cannot re-award a lot after proceeds have been collected for that lot.

Awarding to Another Bidder (Graphics 2.7.30 – 2.7.31)	
1.	*Start* from the **View Award page** (Graphic 2.7.30).
2.	*Click* the **updated** link next to a lot with the Pending Award Collections status. The Award Decision page appears. (Graphic 2.7.31)
3.	*Click* the **award to another bidder** link. The checkboxes become available for selection.
4.	*Check* the **box** next to the bidder you wish to award.
5.	*Click* the **Re-Issue Award** button. The View Award page appears and the Awarded bidder has been changed. **Note**: You can also click the cancel award link to completely remove the award from the lot instead of changing


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Award
This page shows all the sales award. Proceeds need to be collected in order for the sale to complete.
Sale Number
0079-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status ALL BIDS COMPLETE
Sale Method FORMAL
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code MAINTENANCE AND REPAIR SHOP EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales | View Award
Action | Lot Number | Lot Description | Number of Line Items | Award | Collect | Status
updated | 001 | Lot A | 1 | WILLIE A. JORDAN, SR. | $60.00 | PENDING AWARD COLLECTIONS
updated | 002 | Lot B | 1 | | | PENDING AWARD DECISION
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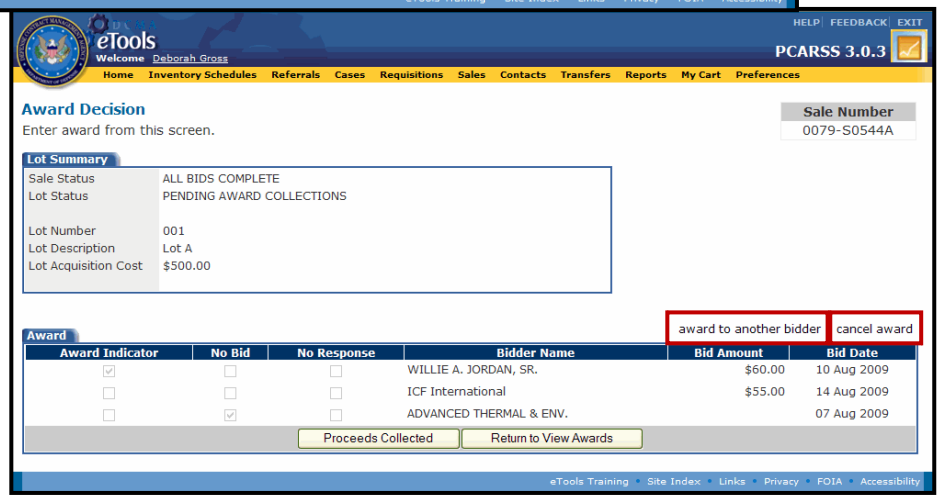
Graphic 2.7.30 : View Award page


eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Award Decision
Enter award from this screen.
Sale Number
0079-S0544A
Lot Summary
Sale Status ALL BIDS COMPLETE
Lot Status PENDING AWARD COLLECTIONS
Lot Number 001
Lot Description Lot A
Lot Acquisition Cost $500.00
award to another bidder
cancel award
Award
Award Indicator | No Bid | No Response | Bidder Name | Bid Amount | Bid Date
WILLIE A. JORDAN, SR. $60.00 10 Aug 2009
ICF International $55.00 14 Aug 2009
ADVANCED THERMAL & ENV. 07 Aug 2009
Proceeds Collected
Return to View Awards
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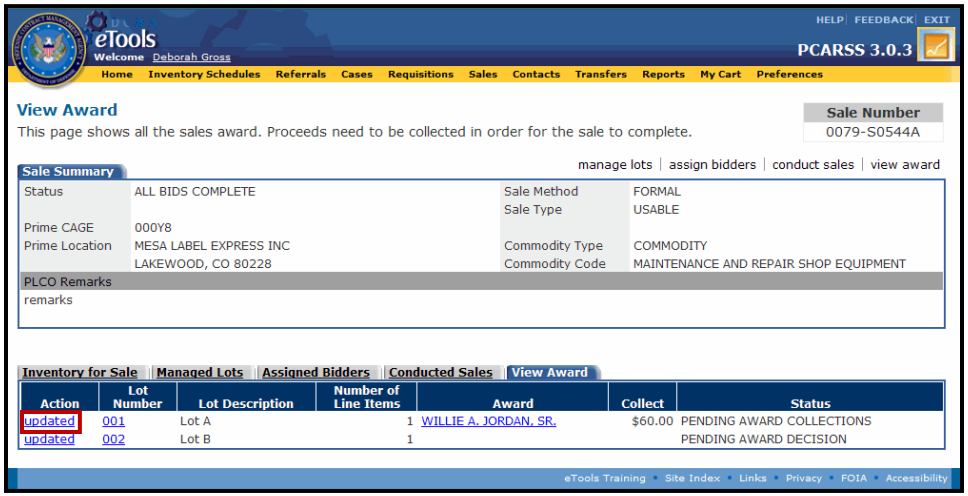
Graphic 2.7.31 : Award Decision page

Topic Eleven – Collecting Proceeds

Collecting Proceeds

Either the PLCO, Administrator, or Contractor can collect the proceeds for a sale. Once proceeds have been collected for all the lots in the sale, the status of the sale becomes Closed and the sale appears under the Closed tab.

Collecting Proceeds (Graphic 2.7.32 – 2.7.33)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** with the Awarded status. The View Award page appears (Graphic 2.7.32).
3.	*Click* the **updated** link next to a lot with the Pending Award Collections status. The Award Decision page appears (Graphic 2.7.33).
4.	*Click* the **Proceeds Collected** button. The View Award page appears and the status of the lot is not Awarded Proceeds Collected.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
View Award
This page shows all the sales award. Proceeds need to be collected in order for the sale to complete.
Sale Number
0079-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status ALL BIDS COMPLETE
Sale Method FORMAL
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code MAINTENANCE AND REPAIR SHOP EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales | View Award
Action | Lot Number | Lot Description | Number of Line Items | Award | Collect | Status
updated | 001 | Lot A | 1 | WILLIE A. JORDAN, SR. | $60.00 | PENDING AWARD COLLECTIONS
updated | 002 | Lot B | 1 | | | PENDING AWARD DECISION
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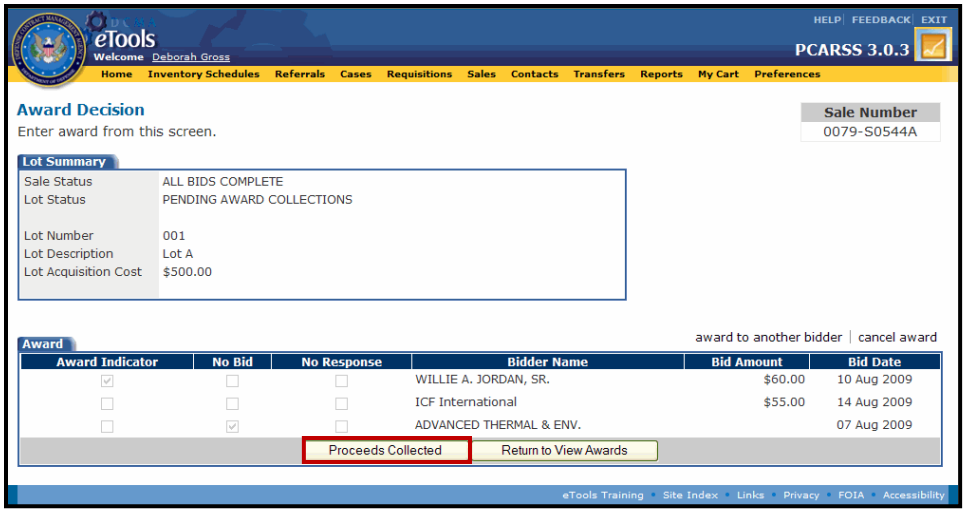
Graphic 2.7.32 : View Award page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Award Decision
Enter award from this screen.
Sale Number
0079-S0544A
Lot Summary
Sale Status ALL BIDS COMPLETE
Lot Status PENDING AWARD COLLECTIONS
Lot Number 001
Lot Description Lot A
Lot Acquisition Cost $500.00
award to another bidder | cancel award
Award
Award Indicator | No Bid | No Response | Bidder Name | Bid Amount | Bid Date
WILLIE A. JORDAN, SR. $60.00 10 Aug 2009
ICF International $55.00 14 Aug 2009
ADVANCED THERMAL & ENV. 07 Aug 2009
Proceeds Collected
Return to View Awards
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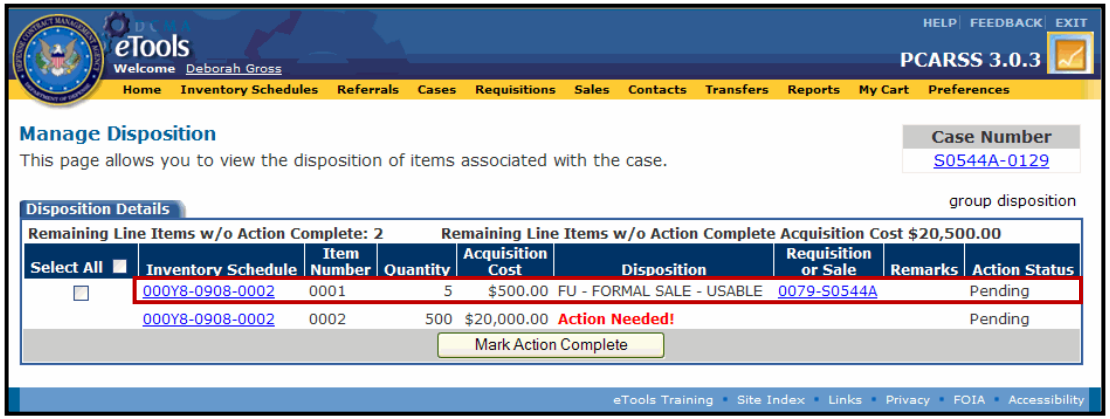
Graphic 2.7.33 : Award Decision page

Issuing a Final Disposition on Sold Inventory

After an item has been sold, you will need to disposition the sold item.

Issuing a Final Disposition on Sold Inventory (Graphics 2.7.34 – 2.7.37)	
1.	*Start* from the **View Case Details page**.
2.	*Click* the **disposition** link. The Manage Disposition page (Graphic 2.7.34).
3.	*Click* the **link on the inventory schedule number** for the sale lot. The Update Disposition page appears (Graphic 2.7.35) **Note**: The sale method and type are the disposition code for the item.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Manage Disposition
This page allows you to view the disposition of items associated with the case.
Case Number
S0544A-0129
Disposition Details
group disposition
Remaining Line Items w/o Action Complete: 2
Remaining Line Items w/o Action Complete Acquisition Cost $20,500.00
Select All
Inventory Schedule
Item Number
Quantity
Acquisition Cost
Disposition
Requisition or Sale
Remarks
Action Status
000Y8-0908-0002 0001 5 $500.00 FU - FORMAL SALE - USABLE 0079-S0544A Pending
000Y8-0908-0002 0002 500 $20,000.00 Action Needed! Pending
Mark Action Complete
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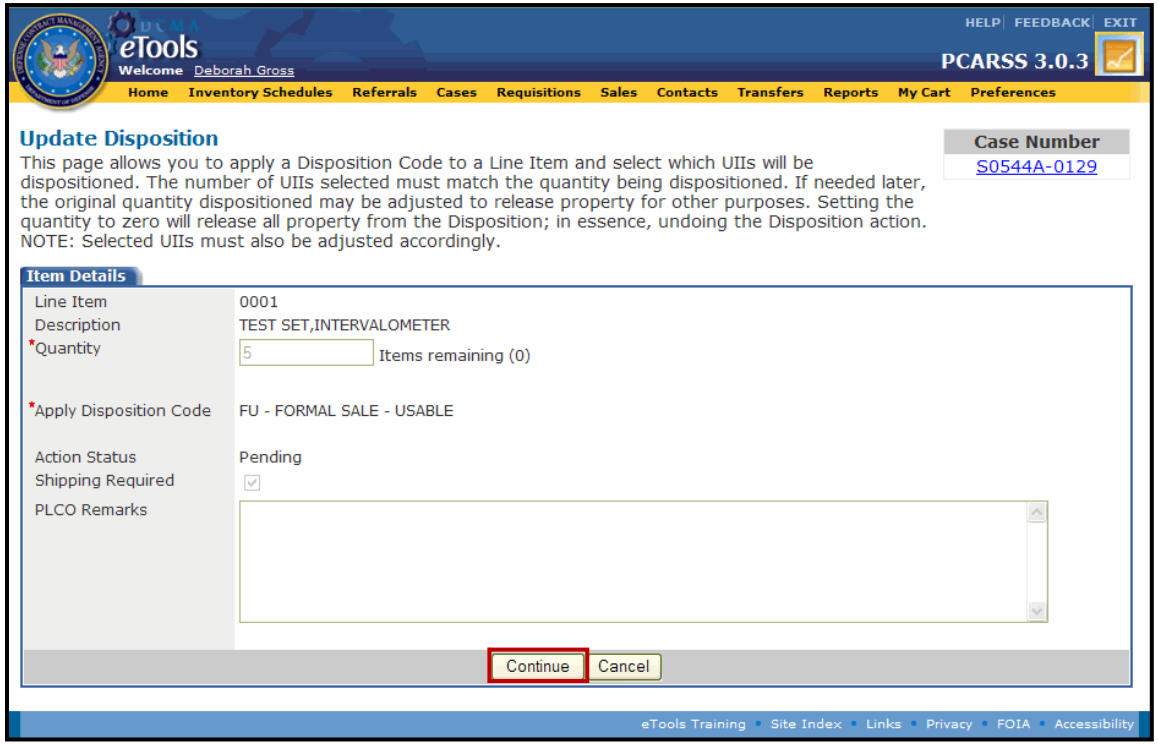
Graphic 2.7.34 : Manage Disposition page

Topic Twelve – Issuing a Final Disposition on Sold Inventory

Issuing a Final Disposition on Sold Inventory – Continued

Issuing a Final Disposition on Sold Inventory (Graphics 2.7.34 – 2.7.37)	
4.	*Type* comments in the PLCO Remarks box.
5.	*Notice* that the **quantity** of the item approved appears in the Quantity box and the **sale method and type** appear as the disposition code. **Shipping** is also automatically required. None of this information can be modified.
6.	*Click* the **Continue** button. The Disposition – Assign UII page appears if UIIs were selected for the lot (Graphic 2.7.36).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Update Disposition
This page allows you to apply a Disposition Code to a Line Item and select which UIIs will be dispositioned. The number of UIIs selected must match the quantity being dispositioned. If needed later, the original quantity dispositioned may be adjusted to release property for other purposes. Setting the quantity to zero will release all property from the Disposition; in essence, undoing the Disposition action.
NOTE: Selected UIIs must also be adjusted accordingly.
Case Number
S0544A-0129
Item Details
Line Item 0001
Description TEST SET,INTERVALOMETER
*Quantity 5 Items remaining (0)
*Apply Disposition Code FU - FORMAL SALE - USABLE
Action Status Pending
Shipping Required
PLCO Remarks
Continue
Cancel
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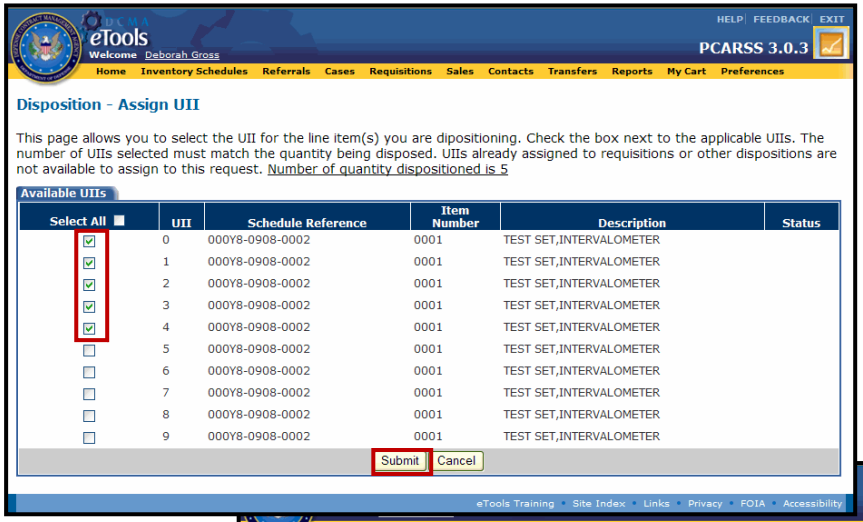
Graphic 2.7.35 : Update Disposition page

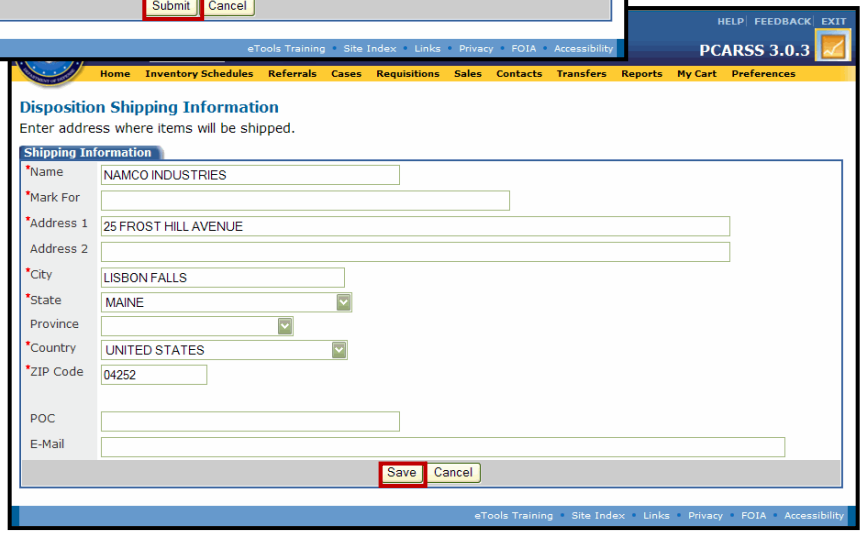
Topic Twelve – Issuing a Final Disposition on Sold Inventory

Issuing a Final Disposition on Sold Inventory – Continued

Issuing a Final Disposition on Sold Inventory (Graphics 2.7.34 – 2.7.37)	
7.	*Notice* that the **UIIs** you assigned to the sale are already checked.
8.	*Verify* these **UIIs** are correct.
9.	*Click* the **Submit** button. The Disposition Shipping Information page appears and is populated with the address information of the winning bidder (Graphic 2.7.37). You may edit the information on this page as necessary.
10.	*Click* the **Submit** button. The sold items on the lot are now ready for shipment. Refer to Lesson 3, Topic 17 for instruction on shipping items.


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Disposition - Assign UII
This page allows you to select the UII for the line item(s) you are dipositioning. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being disposed. UIIs already assigned to requisitions or other dispositions are not available to assign to this request. Number of quantity dispositioned is 5
Available UIIs
Select All
UII
Schedule Reference
Item Number
Description
Status
0 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
1 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
2 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
3 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
4 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
5 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
6 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
7 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
8 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
9 000Y8-0908-0002 0001 TEST SET,INTERVALOMETER
Submit
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.7.36 : Disposition – Assign UII page



Graphic 2.7.37 : Disposition Shipping Information page

Lesson Seven – Review

Lesson Seven covered the following topics:

Topic One	Managing the Sales Workload
Topic Two	Creating a Sales Authorization
Topic Three	Editing a Sale
Topic Four	Searching for a Sale
Topic Five	Managing Sales Lots
Topic Six	Searching for Existing Bidders
Topic Seven	Creating a New Bidder
Topic Eight	Entering Bids
Topic Nine	Viewing the Bid Summary
Topic Ten	Awarding the Sale
Topic Eleven	Collecting Proceeds
Topic Twelve	Issuing a Final Disposition on Sold Inventory

Lesson Eight

Transfers

Lesson Eight – Topics

Lesson Eight Topics

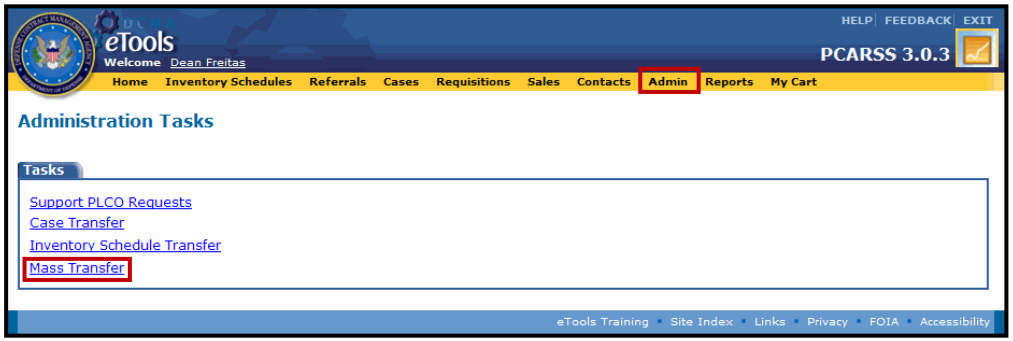
Topic One	Performing a Workload Mass Transfer
Topic Two	Transferring Cases
Topic Three	Transferring Inventory Schedules

Topic One – Performing a Workload Mass Transfer

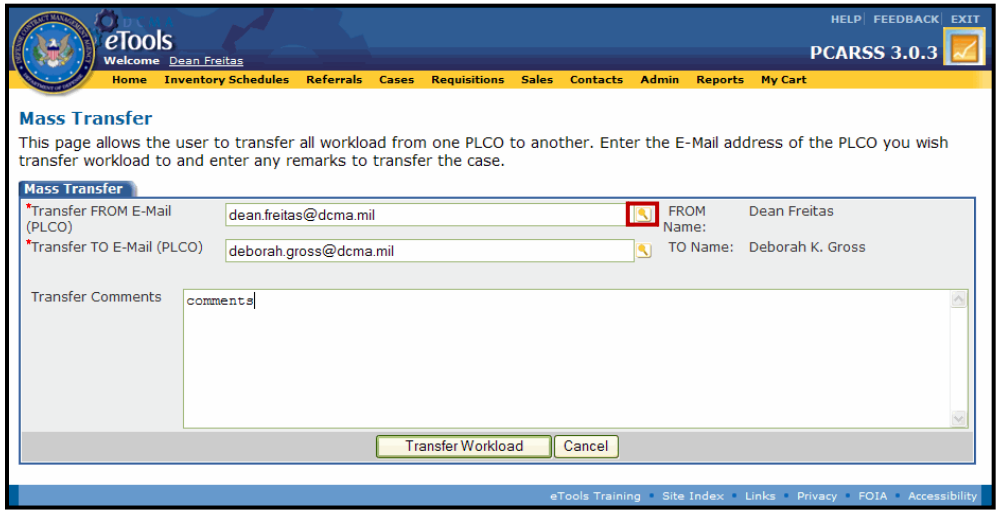
Performing a Mass Transfer

Performing a mass transfer will send all of the cases, inventory schedules, referrals, requisitions, and sales from one PLCO or Administrator to another. Only the Administrator role can perform a mass transfer.

Performing a Mass Transfer (Graphics 2.8.1 – 2.8.3)	
1.	*Click* the **Admin** link on the menu bar. The Administration Tasks page appears (Graphic 2.8.1).
2.	*Click* the **Mass Transfer** link. The Mass Transfer page appears (Graphic 2.8.2).
3.	*Type* the **E-Mail address** of the PLCO whose work is being transferred in the Transfer from PLCO E-Mail box.
4.	*Click* the icon next to the Transfer from PLCO E-Mail box. PCARSS will search for the user in the database and populate his or her name next to the text box.



Graphic 2.8.1 : Administration Tasks page

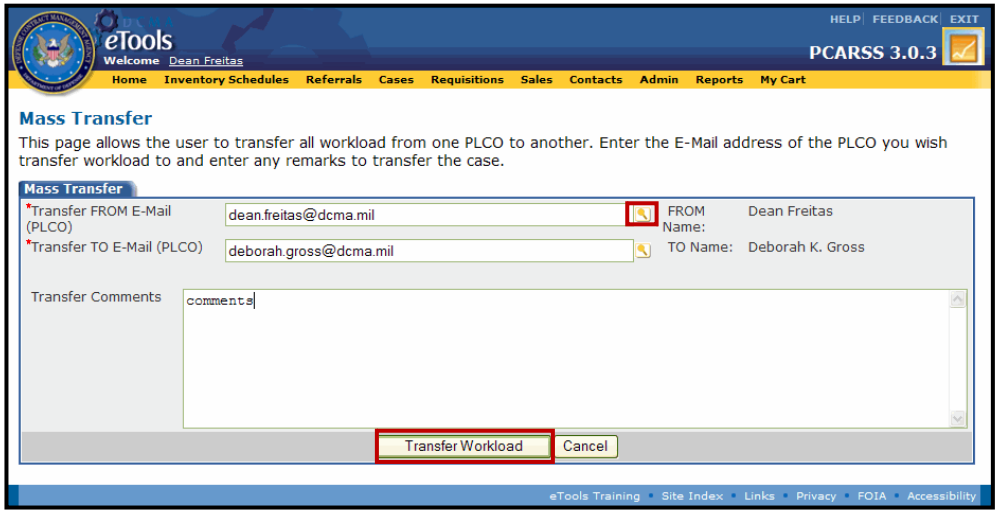

eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Mass Transfer
This page allows the user to transfer all workload from one PLCO to another. Enter the E-Mail address of the PLCO you wish transfer workload to and enter any remarks to transfer the case.
Mass Transfer
*Transfer FROM E-Mail (PLCO)
dean.freitas@dcma.mil
FROM Name:
Dean Freitas
*Transfer TO E-Mail (PLCO)
deborah.gross@dcma.mil
TO Name:
Deborah K. Gross
Transfer Comments
comments
Transfer Workload
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.8.2 : Mass Transfer page

Topic One – Performing a Workload Mass Transfer

Performing a Mass Transfer – Continued

Performing a Mass Transfer (Graphics 2.8.1 – 2.8.3)	
5.	*Type* the **E-Mail address** of the PLCO who will receive the work in the Transfer to E- Mail box.
6.	*Click* the icon next to the Transfer to E-Mail box. PCARSS will search for the user in the database and populate his or her name next to the text box.
7.	*Type* **comments** in the Transfer Comments box.
8.	*Click* the **Transfer Workload** button. The Home Page appears and the case, inventory schedule, referral, requisition, and sales workloads have been transferred from one PLCO to the other.


eTools
Welcome Dean Freitas
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Mass Transfer
This page allows the user to transfer all workload from one PLCO to another. Enter the E-Mail address of the PLCO you wish transfer workload to and enter any remarks to transfer the case.
Mass Transfer
*Transfer FROM E-Mail (PLCO)
dean.freitas@dcma.mil
FROM Name: Dean Freitas
*Transfer TO E-Mail (PLCO)
deborah.gross@dcma.mil
TO Name: Deborah K. Gross
Transfer Comments
comments
Transfer Workload
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

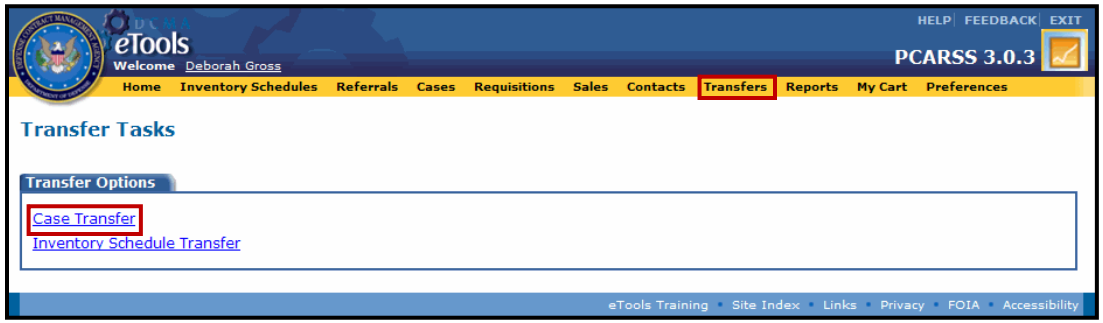
Graphic 2.8.3 : Mass Transfer page

Topic Two – Transferring Cases

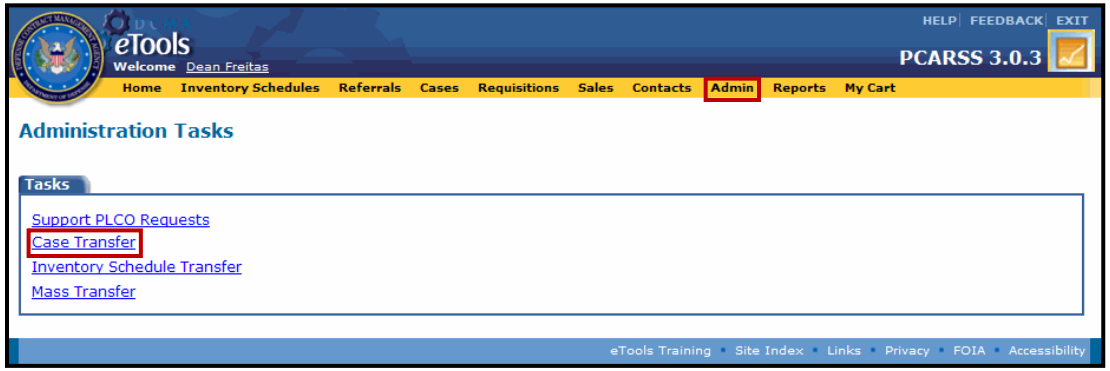
Performing a Case Transfer

Transferring a case will also transfer all of its associated inventory schedules, referrals, requisitions, and sales. PLCOs can only transfer their own cases, but Administrators can transfer cases belonging to any user.

Performing a Case Transfer (Graphics 2.8.4 – 2.8.12)	
1.	If you are a PLCO, *click* the **Transfers** link on the menu bar. The Transfer Tasks page appears (Graphic 2.8.4). If you are an Administrator, *click* the **Admin** link on the menu bar. The Administration Tasks page appears (Graphic 2.8.5).
2.	*Click* the **Case Transfer** link. The Cases Transfer page appears (Graphic 2.8.6).


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Transfer Tasks
Transfer Options
Case Transfer
Inventory Schedule Transfer
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.8.4 : Transfer Tasks page



Graphic 2.8.5 : Administration Tasks page

Topic Two – Transferring Cases

Performing a Case Transfer – Continued

Performing a Case Transfer (Graphics 2.8.4 – 2.8.8)	
3.	*Type* **search criteria** in at least one of the boxes provided.
4.	*Click* the **Search** button. The Case Transfer - Search Results page appears (Graphic 2.8.7).
5.	*Check* the **boxes** next to the cases you wish to transfer. To transfer all of the cases found, check the **Select All** box at to the top.
6.	*Click* the **Continue** button. The Transfer Case(s) page appears (Graphic 2.8.8).

eTools
Welcome Gary Jessen
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfer Reports My Cart
Search Cases for Transfer
You are required to input at least one input field.
Search Criteria
Case Number S0513A-0019
PLCO Last Name
DoDAAC
Prime Contractor CAGE Code
Contract Number PIIN
Search Cancel
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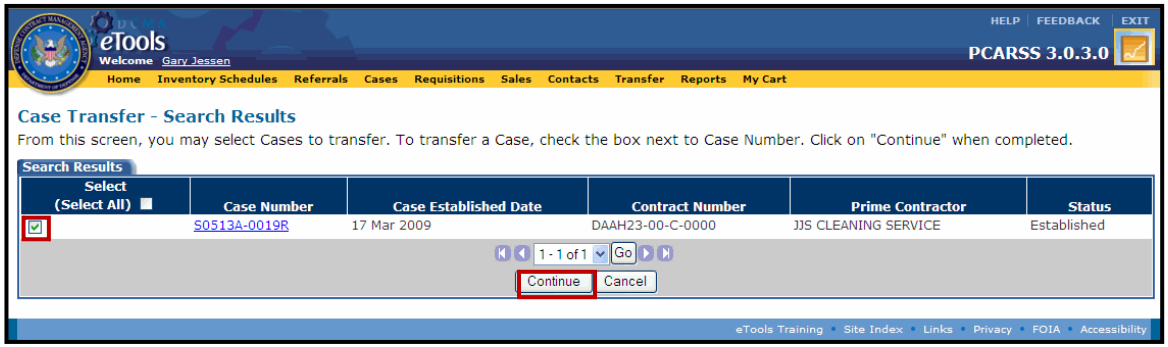
Graphic 2.8.6 : Search Cases for Transfer page


eTools
Welcome Gary Jessen
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfer Reports My Cart
Case Transfer - Search Results
From this screen, you may select Cases to transfer. To transfer a Case, check the box next to Case Number. Click on "Continue" when completed.
Search Results
Select (Select All)
Case Number
Case Established Date
Contract Number
Prime Contractor
Status
S0513A-0019R
17 Mar 2009
DAAH23-00-C-0000
JJS CLEANING SERVICE
Established
1 - 1 of 1 Go
Continue Cancel
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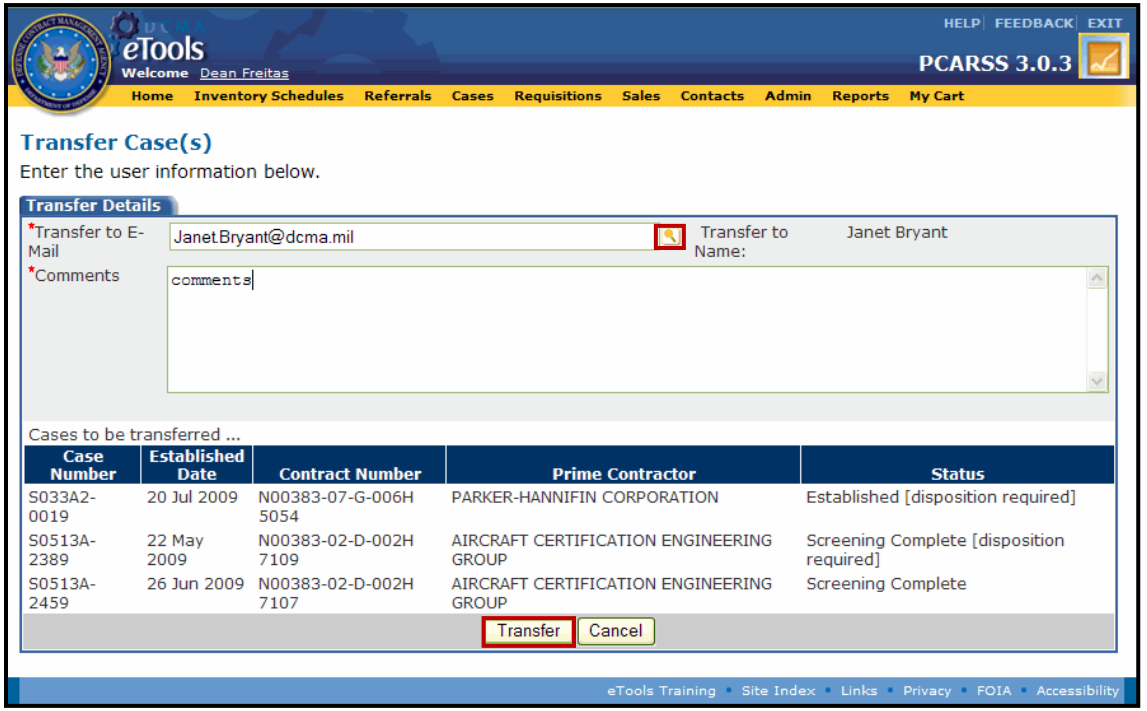
Graphic 2.8.7 : Case Transfer – Search Results page

Topic Two – Transferring Cases

Performing a Case Transfer – Continued

Performing a Case Transfer (Graphics 2.8.4 – 2.8.8)	
7.	*Type* the **E-Mail address** of the PLCO to whom you wish to transfer the case(s) in the Transfer To E-Mail box.
8.	*Click* the icon. PCARSS will search for the user in the database and populate his or her name next to the text box.
9.	*Type* **relevant comments** in the Transfer Comments box.
10.	*Click* the **Transfer** button. The selected cases, as well as their associated inventory schedules, requisitions, and sales are transferred to the specified user.



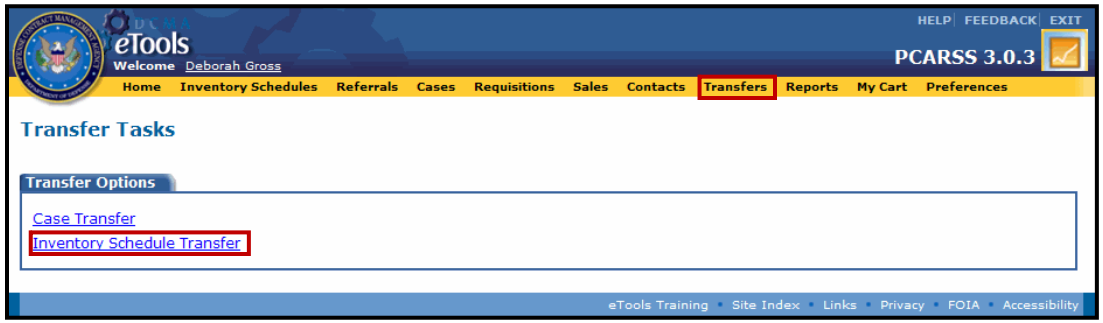
Graphic 2.8.8 : Transfer Case(s) page

Topic Three – Transferring Inventory Schedules

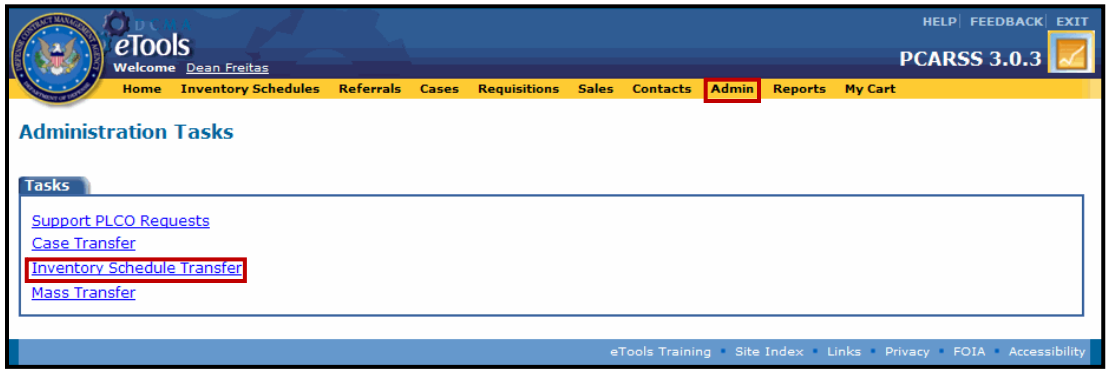
Performing an Inventory Schedule Transfer

PLCOs can only transfer inventory schedules that are in their own workloads, as long as they are not on a case. Administrators, on the other hand, can transfer inventory schedules belonging to any user.

Performing an Inventory Schedule Transfer (Graphics 2.8.9 – 2.8.13)	
1.	If you are a PLCO, *click* the **Transfers** link on the menu bar. The Transfer Tasks page appears (Graphic 2.8.9). If you are an Administrator, *click* the **Admin** link on the menu bar. The Administration Tasks page appears (Graphic 2.8.10).
2.	*Click* the **Inventory Schedule Transfer** link. The Inventory Schedule Transfer page appears (Graphic 2.8.11).


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Transfer Tasks
Transfer Options
Case Transfer
Inventory Schedule Transfer
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 2.8.9 : Transfer Tasks page

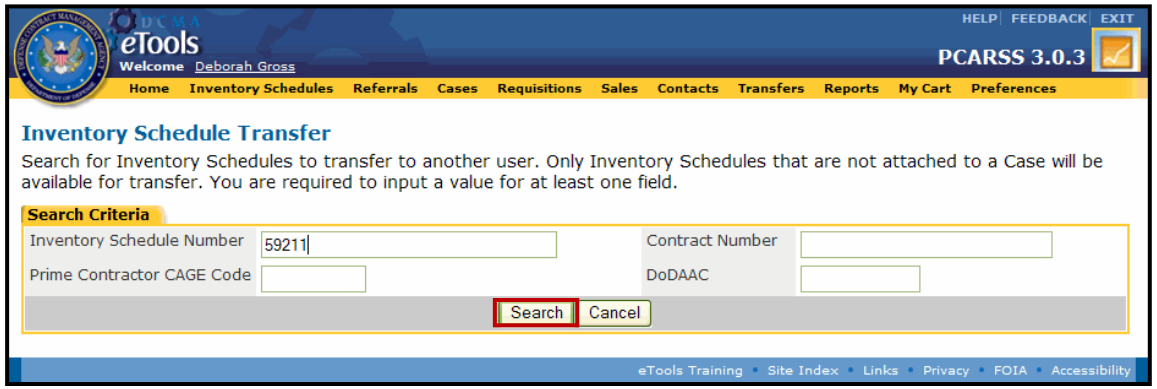


Graphic 2.8.10 : Administration Tasks page

Topic Three – Transferring Inventory Schedules

Performing an Inventory Schedule Transfer – Continued

Performing an Inventory Schedule Transfer (Graphics 2.8.9 – 2.8.13)	
3.	*Type* **search criteria** in at least one of the boxes provided.
4.	*Click* the **Search** button. The Inventory Schedule Transfer - Search Results page appears (Graphic 2.8.12).
5.	*Check* the **boxes** next to the inventory schedules you wish to transfer. To transfer all of the inventory schedules found, check the **Select All** box at to the top.
6.	*Click* the **Continue** button. The Transfer Inventory Schedule(s) page appears (Graphic 2.8.13).


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Inventory Schedule Transfer
Search for Inventory Schedules to transfer to another user. Only Inventory Schedules that are not attached to a Case will be available for transfer. You are required to input a value for at least one field.
Search Criteria
Inventory Schedule Number
59211
Contract Number
Prime Contractor CAGE Code
DoDAAC
Search
Cancel
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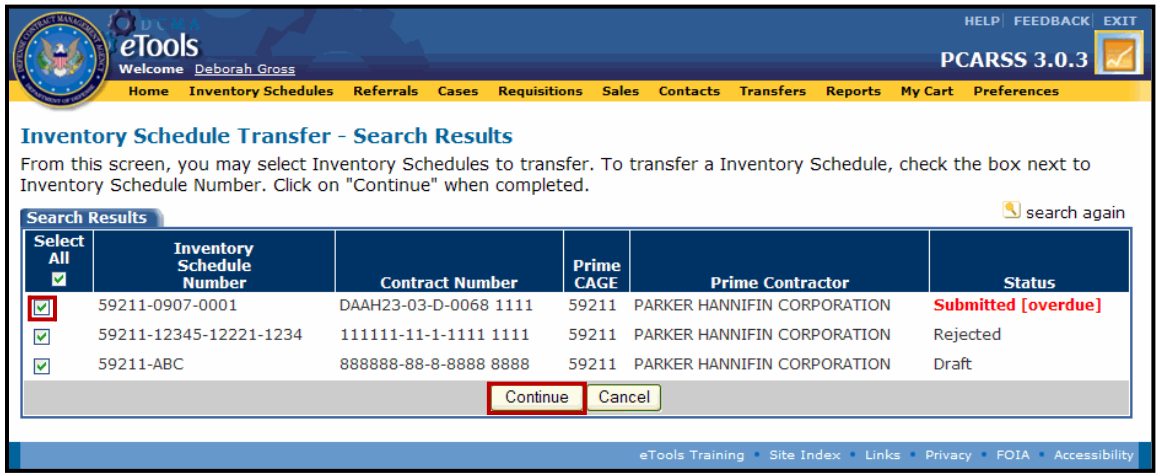
Graphic 2.8.11 : Inventory Schedule Transfer page

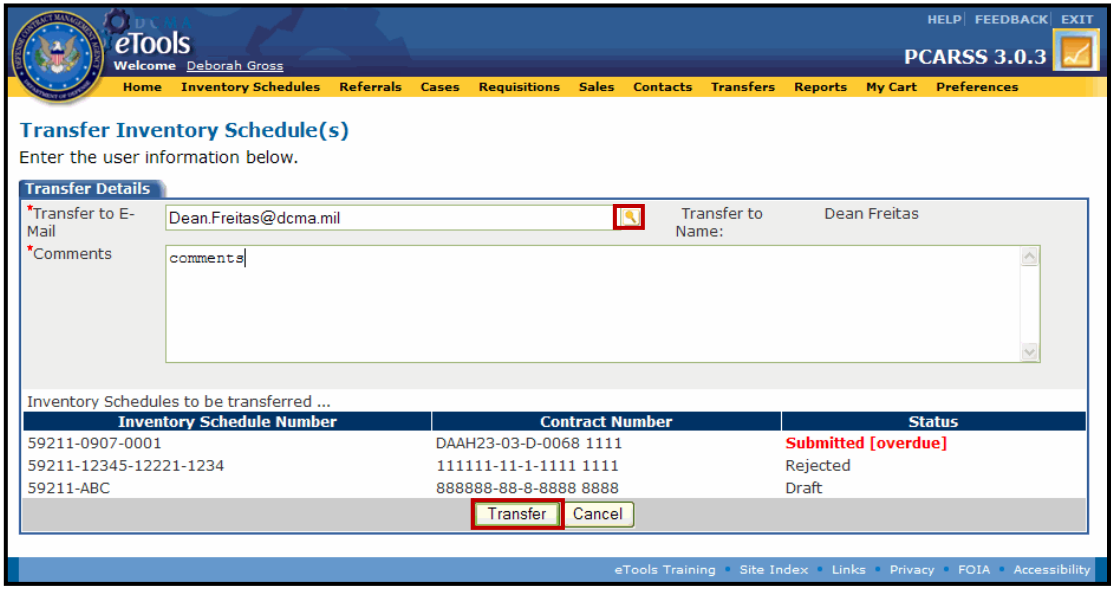


Graphic 2.8.12 : Inventory Schedule Transfer – Search Results page

Topic Three – Transferring Inventory Schedules

Performing an Inventory Schedule Transfer – Continued

Performing an Inventory Schedule Transfer (Graphics 2.8.9 – 2.8.12)	
7.	*Type* the **E-Mail address** of the PLCO to whom you wish to transfer the inventory schedule(s) in the Transfer To E-Mail box.
8.	*Click* the icon. PCARSS will search for the user in the database and populate his or her name next to the text box.
9.	*Type* **relevant comments** in the Transfer Comments box.
10.	*Click* the **Transfer Inventory Schedule(s)** button. The selected inventory schedules are transferred to the specified user.



Graphic 2.8.13 : Transfer Inventory Schedule(s) page

Lesson Eight – Review

Lesson Eight covered the following topics:

Topic One	Performing a Workload Mass Transfer
Topic Two	Transferring Cases
Topic Three	Transferring Inventory Schedules

Lesson Nine

Support PLCO Request Process

Lesson Nine – Topics

Lesson Nine Topics

Topic One	Requesting a PLCO to Support
Topic Two	Logging in as a PLCO
Topic Three	Approving a Support Request
Topic Four	Revoking a Support Request

Topic One – Requesting a PLCO to Support

Requesting a PLCO to Support

To support a PLCO, you will first need to request the ability to log into PCARSS as that PLCO. When you log in as yourself, the PCARSS Support PLCO Home Page appears (Graphic 9.1.1).

Requesting a PLCO to Support (Graphic 2.9.1)	
1.	*Type* the **E-Mail address** of the PLCO you wish to support in the PLCO Access by E-Mail box.
2.	*Click* the **Request** button. The request is displayed under the Requests tab with Submitted status.

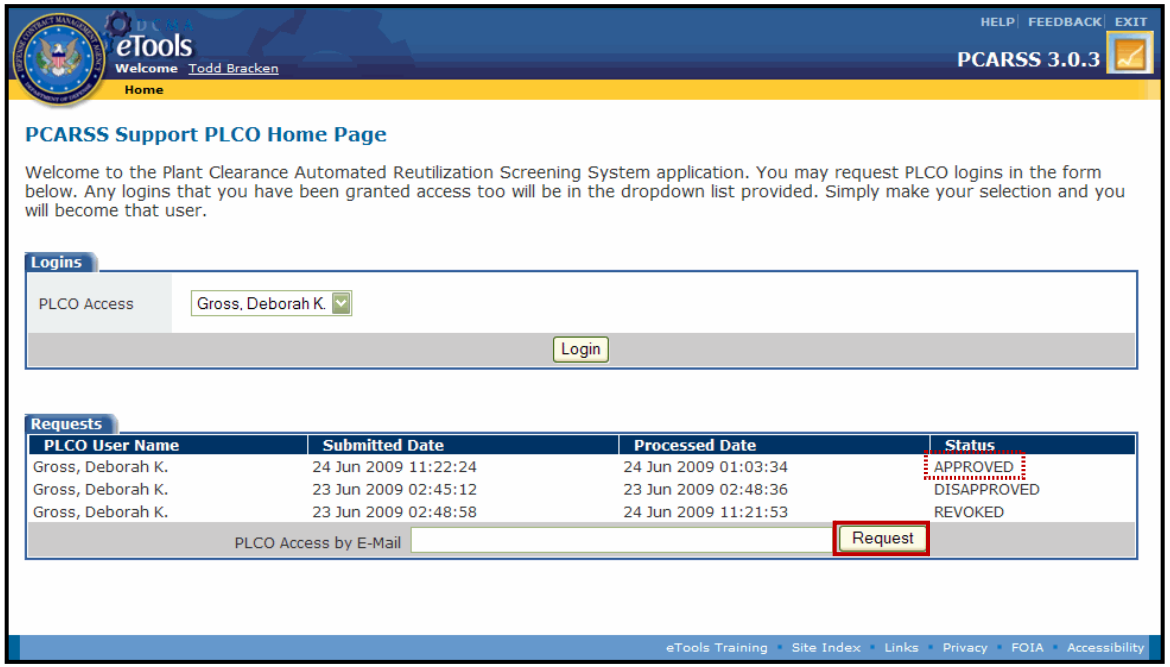
Graphic 2.9.1 : PCARSS Support PLCO Home Page

Topic Two – Logging in as a PLCO

Logging in as a PLCO

Once you have been approved to support a PLCO you have requested, the approval will appear under the Requests tab.

Logging in as a PLCO (Graphic 2.9.2)	
1.	*Select* the **PLCO** you wish to log in as from the **PLCO Access** drop-down list.
2.	*Click* the **Login** button. The Plant Clearance Officer Home Page appears for the PLCO you are logging in as.



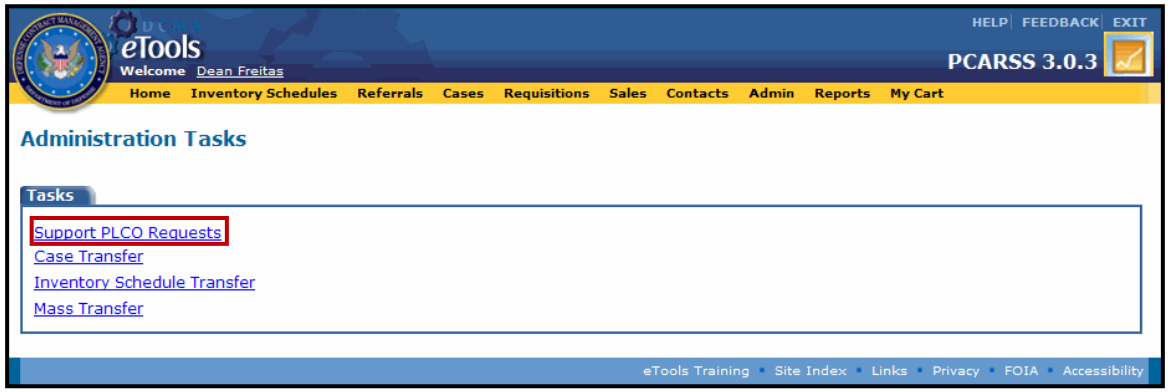
Graphic 2.9.2 : PCARSS Support PLCO Home Page

Topic Three – Approving a Support Request

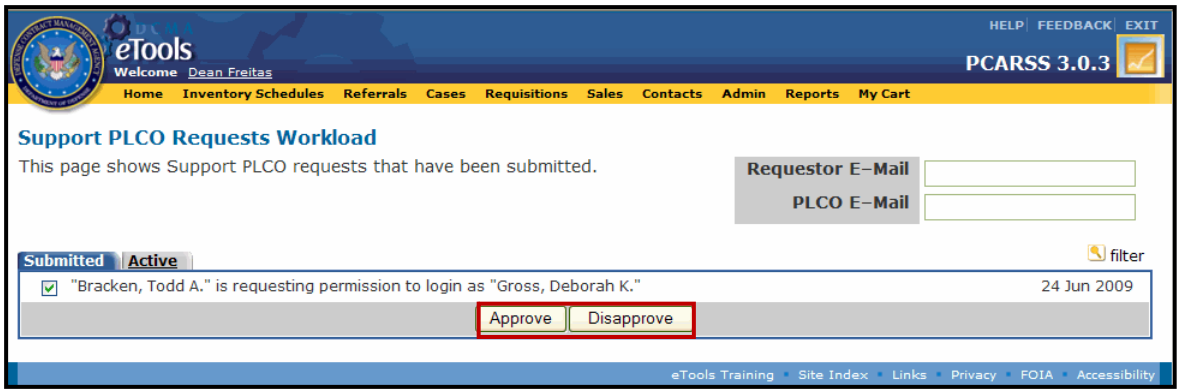
Approving a Support Request

As an Administrator, you receive requests from Support PLCOs. Upon receipt of a request, you will need to either approve or disapprove it.

Approving a Support Request (Graphic 2.9.3 – 2.9.4)	
1.	*Click* the **Admin** link on the menu bar. The Administration Tasks page appears (Graphic 2.9.3).
2.	*Click* the **Support PLCO Requests** link. The Support PLCO Requests Workload page appears with the Submitted tab displayed (Graphic 2.9.4).
3.	*Check* the **box** next to the support request you wish to approve.
4.	*Click* either the **Approve** or **Disapprove** buttons. An approved support request is displayed under the Active tab of the Support PLCO Requests Workload.



Graphic 2.9.3 : Administration Tasks page


HELP FEEDBACK EXIT
eTools
Welcome Dean Freitas
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Support PLCO Requests Workload
This page shows Support PLCO requests that have been submitted.
Requestor E-Mail
PLCO E-Mail
Submitted Active
filter
"Bracken, Todd A." is requesting permission to login as "Gross, Deborah K."
24 Jun 2009
Approve Disapprove
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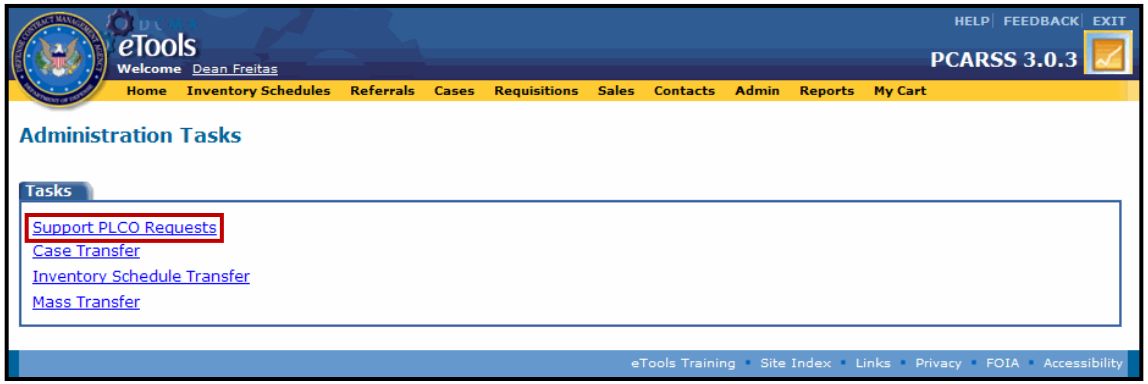
Graphic 2.9.4 : Support PLCO Requests Workload page, Submitted tab

Topic Four – Revoking a Support Request

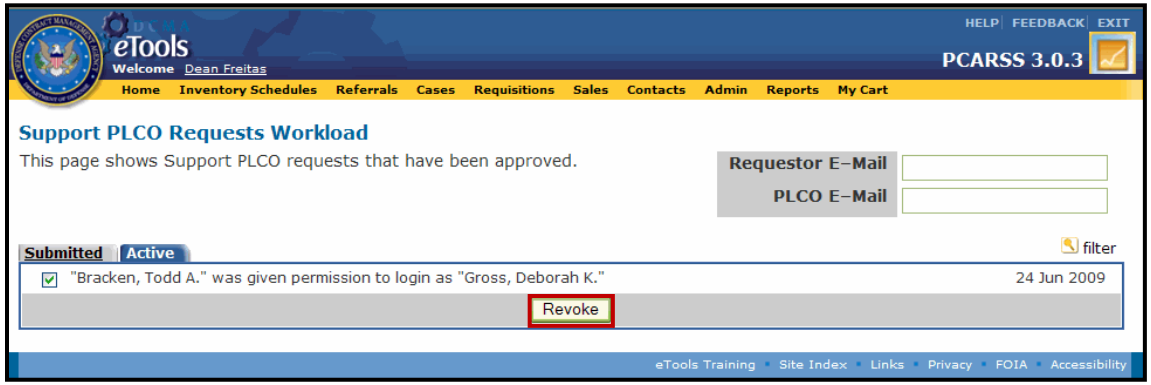
Revoking a Support Request

As an Administrator, you may revoke a PLCO support request.

Revoking a Support Request (Graphic 2.9.5 – 2.9.6)	
1.	*Click* the **Admin** link on the menu bar. The Administration Tasks page appears (Graphic 2.9.5).
2.	*Click* the **Support PLCO Requests** link. The Support PLCO Requests Workload page appears with the Submitted tab displayed.
3.	*Select* the **Active tab**. The Active tab is displayed (Graphic 2.9.6).
4.	*Check* the **box** next to the support request you wish to revoke.
5.	*Click* the **Revoke** button. The support request is removed from the workload.



Graphic 2.9.5 : Administration Tasks page


HELP FEEDBACK EXIT
eTools
Welcome Dean Freitas
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Admin Reports My Cart
Support PLCO Requests Workload
This page shows Support PLCO requests that have been approved.
Requestor E-Mail
PLCO E-Mail
Submitted Active
filter
"Bracken, Todd A." was given permission to login as "Gross, Deborah K."
24 Jun 2009
Revoke
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 2.9.6 : Support PLCO Requests Workload page, Active tab

Lesson Nine – Review

Lesson Nine covered the following topics:

Topic One	Requesting a PLCO to Support
Topic Two	Logging in as a PLCO
Topic Three	Approving a Support Request
Topic Four	Revoking a Support Request

Module Two – Review

Module Two covered the following lessons:

Lesson One	Common Tasks
Lesson Two	Contacts
Lesson Three	Inventory Schedules
Lesson Four	Referrals
Lesson Five	Cases
Lesson Six	Requisitions
Lesson Seven	Sales
Lesson Eight	Transfers
Lesson Nine	Support PLCO Request Process

Module Three

Contractor Role

Module Three Lessons – Contractor Role

Module Three Lessons

Lesson One	Common Tasks
Lesson Two	Contacts
Lesson Three	Inventory Schedules
Lesson Four	Sales

Lesson One

Contractor Common Tasks

Lesson One – Topics

Lesson One Topics

Topic One	Viewing the Contactor Home Page
Topic Two	Uploading Flat Files

Topic One – Viewing the Contractor Home Page

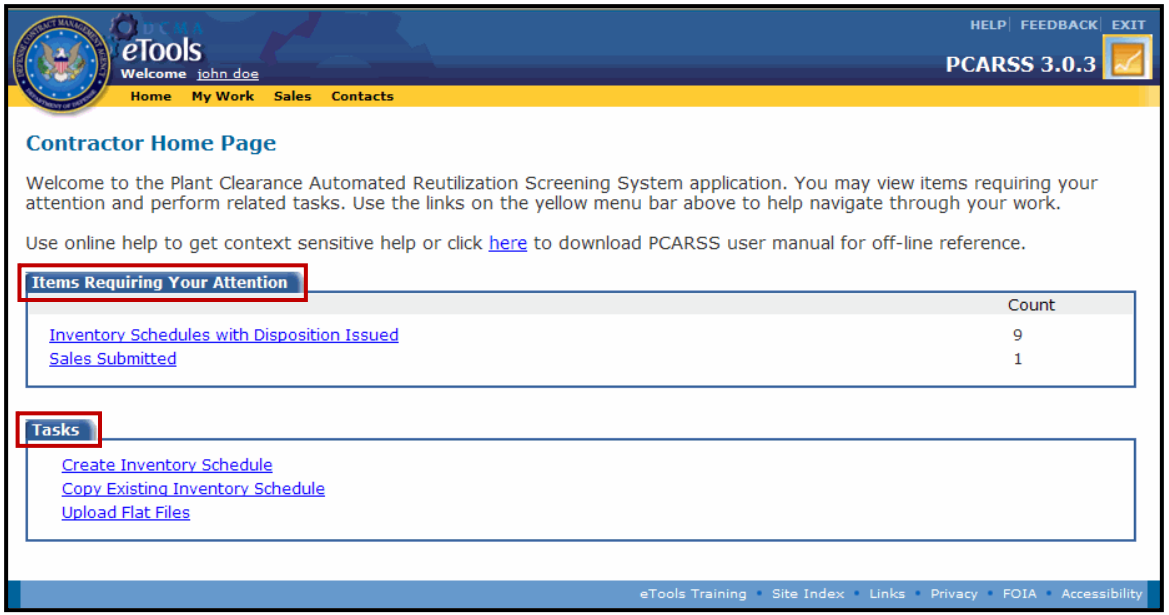
Viewing the Contractor Home Page

The Contractor Home Page appears when you log into the PCARSS application through EWAM as a Contractor.

The following tabs appear on the Contractor Home Page:

- **Items Requiring your Attention** - Items requiring your immediate attention appear under this tab. The number next to a category is the number of items requiring your attention in that category, and the count is updated based on your workloads. PCARSS will not display categories with a count of zero, and if all categories have a count of zero, this tab will not appear at all.

- **Tasks** - The links under this tab allow you to perform different tasks.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Contractor Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Use online help to get context sensitive help or click here to download PCARSS user manual for off-line reference.
Items Requiring Your Attention
Count
Inventory Schedules with Disposition Issued 9
Sales Submitted 1
Tasks
Create Inventory Schedule
Copy Existing Inventory Schedule
Upload Flat Files
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility
Graphic 3.1.1 : Contractor Home Page

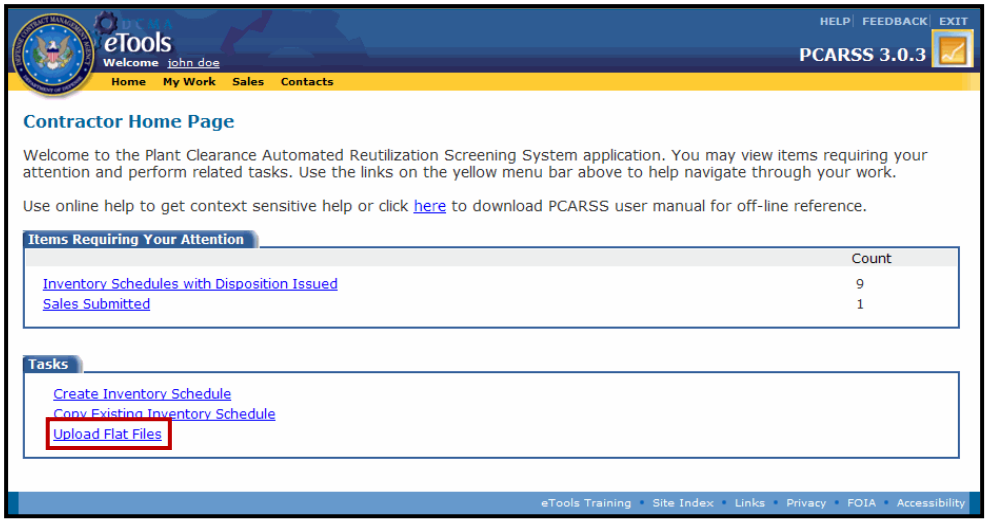
Topic Two – Uploading Flat Files

Uploading Flat Files

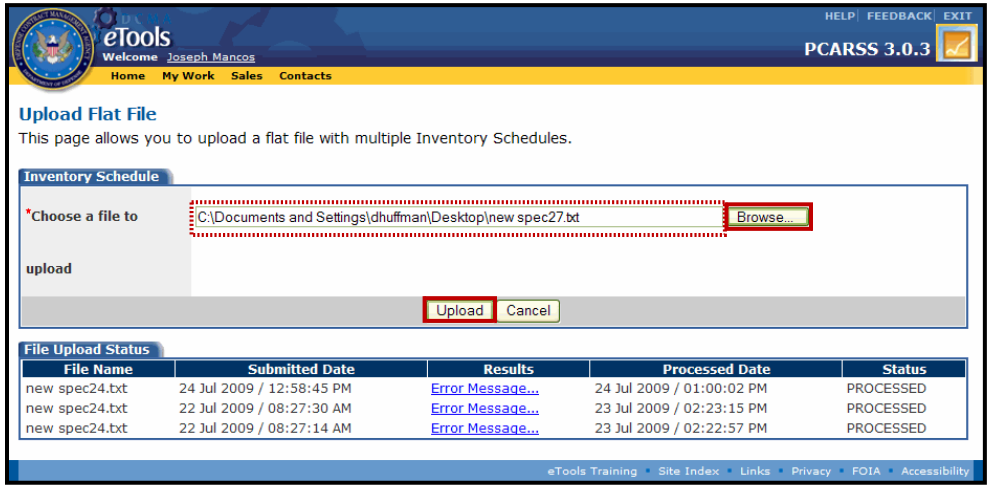
The upload flat file function allows you to upload multiple inventory schedules in one file. PLCOs, Administrators, and Contractors have the ability to upload flat files. You may upload flat files by clicking either the **Upload Flat Files** link on the Home Page or the **upload flat file** link on the My Work page.

For more information on how to create a valid flat file, see the PCARSS Flat File Instructions topic in the PCARSS 3.1 users manual or online help.

Uploading Flat Files (Graphics 3.1.2 – 3.1.5)	
1.	*Start* from the **Home Page** (Graphic 3.1.2).
2.	*Click* the **Upload Flat Files** link. The Upload Flat File page appears (Graphic 3.1.3).
3.	*Click* the **Browse** button. The file selection box appears.
4.	*Search for and select* the **desired flat file**.
5.	*Click* the **Open** button on the file selection box. The file name and path appear on the Upload Flat File page (Graphic 3.1.3).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Contractor Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Use online help to get context sensitive help or click here to download PCARSS user manual for off-line reference.
Items Requiring Your Attention
Count
Inventory Schedules with Disposition Issued 9
Sales Submitted 1
Tasks
Create Inventory Schedule
Copy Existing Inventory Schedule
Upload Flat Files
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.1.2 : Contractor Home Page


eTools
Welcome Joseph Mancos
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Upload Flat File
This page allows you to upload a flat file with multiple Inventory Schedules.
Inventory Schedule
*Choose a file to upload
C:\Documents and Settings\dhuffman\Desktop\new spec27.txt
Browse...
Upload Cancel
File Upload Status
File Name | Submitted Date | Results | Processed Date | Status
new spec24.txt | 24 Jul 2009 / 12:58:45 PM | Error Message... | 24 Jul 2009 / 01:00:02 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:30 AM | Error Message... | 23 Jul 2009 / 02:23:15 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:14 AM | Error Message... | 23 Jul 2009 / 02:22:57 PM | PROCESSED
eTools Training Site Index Links Privacy FOIA Accessibility

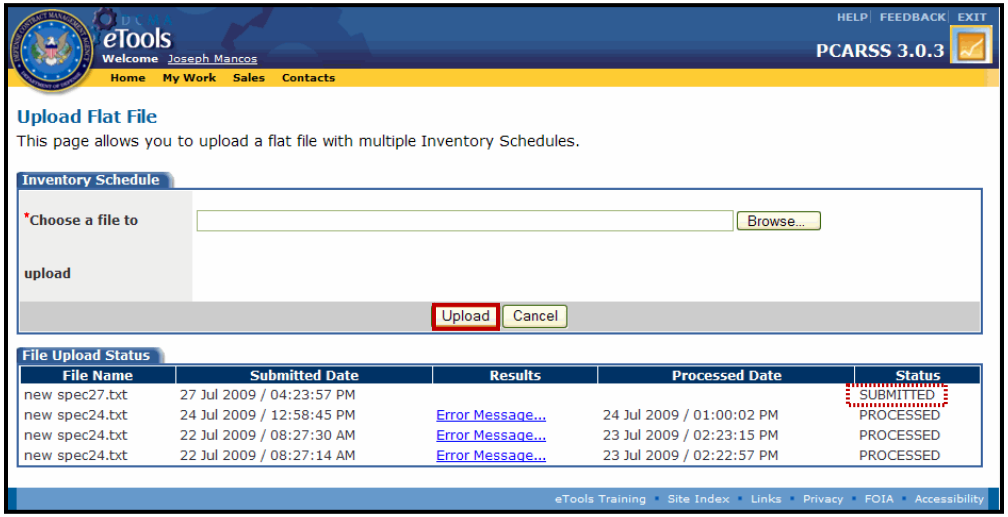
Graphic 3.1.3 : Upload Flat File page with filename and path

Topic Two – Uploading Flat Files

Uploading Flat Files – Continued

Uploading Flat Files (Graphics 3.1.2 – 3.1.5)	
6.	*Click* the **Upload** button. The file uploads and appears under the File Upload Status tab with Submitted status (Graphic 3.1.4)

The flat file process runs every 15 minutes. While the process is running, the submitted flat file will have Pending status.
Once the flat file process has finished, the flat file will have Processed status (Graphic 2.1.9). When the flat file has been processed, if the file does not contain errors, you will be able to find your uploaded inventory schedules in the Inventory Schedules Workload under the Draft tab. If the file contained errors that prevented the schedules from uploading, the errors will be displayed under Results. A flat file will be removed from the File Upload Status tab after 10 days.


eTools
Welcome Joseph Mancos
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Upload Flat File
This page allows you to upload a flat file with multiple Inventory Schedules.
Inventory Schedule
*Choose a file to upload
Browse...
Upload Cancel
File Upload Status
File Name | Submitted Date | Results | Processed Date | Status
new spec27.txt | 27 Jul 2009 / 04:23:57 PM | | | SUBMITTED
new spec24.txt | 24 Jul 2009 / 12:58:45 PM | Error Message... | 24 Jul 2009 / 01:00:02 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:30 AM | Error Message... | 23 Jul 2009 / 02:23:15 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:14 AM | Error Message... | 23 Jul 2009 / 02:22:57 PM | PROCESSED
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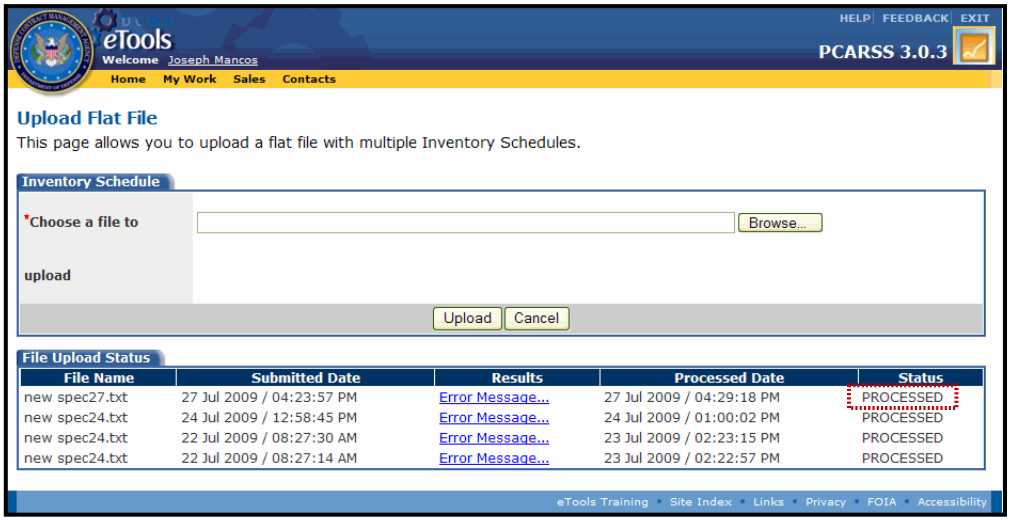
Graphic 3.1.4 : Upload Flat File page with submitted flat file


eTools
Welcome Joseph Mancos
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Upload Flat File
This page allows you to upload a flat file with multiple Inventory Schedules.
Inventory Schedule
*Choose a file to upload
Browse...
Upload Cancel
File Upload Status
File Name | Submitted Date | Results | Processed Date | Status
new spec27.txt | 27 Jul 2009 / 04:23:57 PM | Error Message... | 27 Jul 2009 / 04:29:18 PM | PROCESSED
new spec24.txt | 24 Jul 2009 / 12:58:45 PM | Error Message... | 24 Jul 2009 / 01:00:02 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:30 AM | Error Message... | 23 Jul 2009 / 02:23:15 PM | PROCESSED
new spec24.txt | 22 Jul 2009 / 08:27:14 AM | Error Message... | 23 Jul 2009 / 02:22:57 PM | PROCESSED
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Graphic 3.1.5 : Upload Flat File page with processed flat file

Lesson One – Review

Lesson One covered the following topics:

Topic One	Viewing the Contactor Home Page
Topic Two	Uploading Flat Files

Lesson Two

Contacts

Lesson Two – Topics

Lesson Two Topics

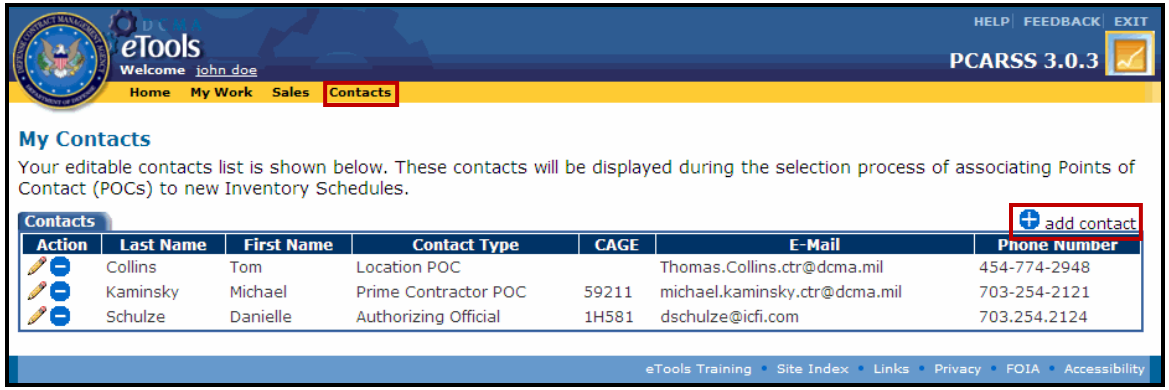
Topic One	Adding a Contact
Topic Two	Editing and Deleting a Contact

Topic One – Adding a Contact

Adding a Contact

Every Contractor, PLCO, and Administrator has their own set of contacts that they maintain. The contacts listed on the My Contacts page are available to associate with the inventory schedules you create.

Adding a Contact (Graphics 3.2.1 – 3.2.2)	
1.	*Click* the **Contacts** link on the menu bar. The My Contacts page appears (Graphic 3.2.1).
2.	*Click* the ⊕ **add contact** link. The Add Contact page appears (Graphic 3.2.2).
3.	*Enter* the contact's **E-Mail address** and *click* the **find** link. The contact's name, contact type, and phone number are populated if the contact was found in the database.
4.	*Type* **information** in all appropriate fields if the information was not found.
5.	*Click* the **Save Contact** button. The contact is saved in your contacts list.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
My Contacts
Your editable contacts list is shown below. These contacts will be displayed during the selection process of associating Points of Contact (POCs) to new Inventory Schedules.
Contacts
add contact
Action Last Name First Name Contact Type CAGE E-Mail Phone Number
Collins Tom Location POC Thomas.Collins.ctr@dcma.mil 454-774-2948
Kaminsky Michael Prime Contractor POC 59211 michael.kaminsky.ctr@dcma.mil 703-254-2121
Schulze Danielle Authorizing Official 1H581 dschulze@icfi.com 703.254.2124
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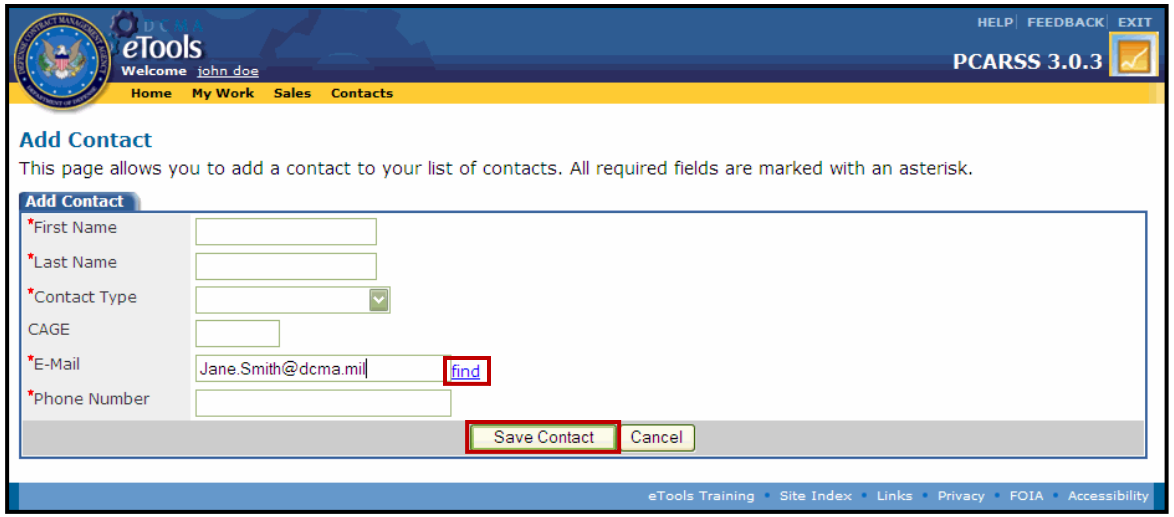
Graphic 3.2.1: My Contacts page



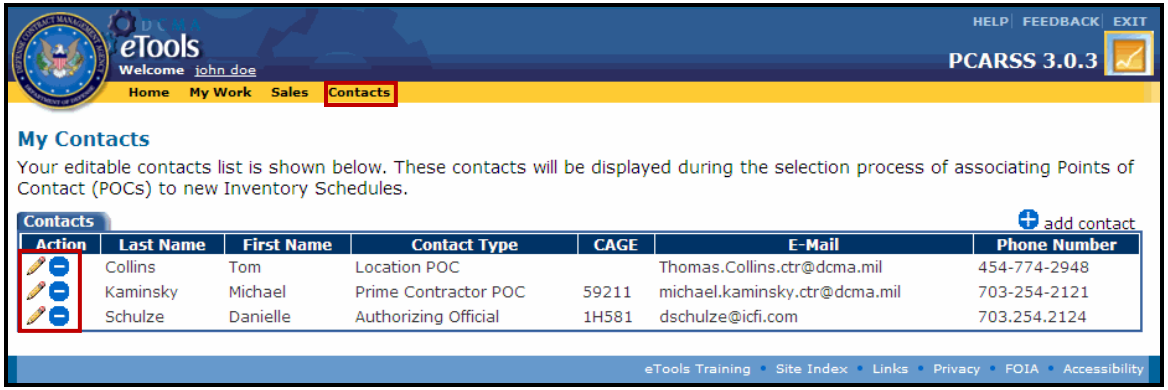
Graphic 3.2.2 : Add Contact page

Topic Two – Editing and Deleting a Contact

Editing and Deleting a Contact

You can create new contacts to add to your contacts list on the My Contacts page, as well as edit the information for the contacts already on your list. The icon allows you to edit a contact and the icon deletes a contact.

Editing and Deleting a Contact (Graphics 3.2.3 – 3.2.4)	
1.	*Click* the **Contacts** link on the menu bar. The My Contacts page appears (Graphic 3.2.3).
2.	*Click* the icon to the left of the contact. The Edit Contacts page appears (Graphic 3.2.4).
3.	*Edit* **appropriate fields**.
4.	*Click* the **Save Contact** button. The changes made are reflected in the contacts list.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
My Contacts
Your editable contacts list is shown below. These contacts will be displayed during the selection process of associating Points of Contact (POCs) to new Inventory Schedules.
Contacts
add contact
Action Last Name First Name Contact Type CAGE E-Mail Phone Number
Collins Tom Location POC Thomas.Collins.ctr@dcma.mil 454-774-2948
Kaminsky Michael Prime Contractor POC 59211 michael.kaminsky.ctr@dcma.mil 703-254-2121
Schulze Danielle Authorizing Official 1H581 dschulze@icfi.com 703.254.2124
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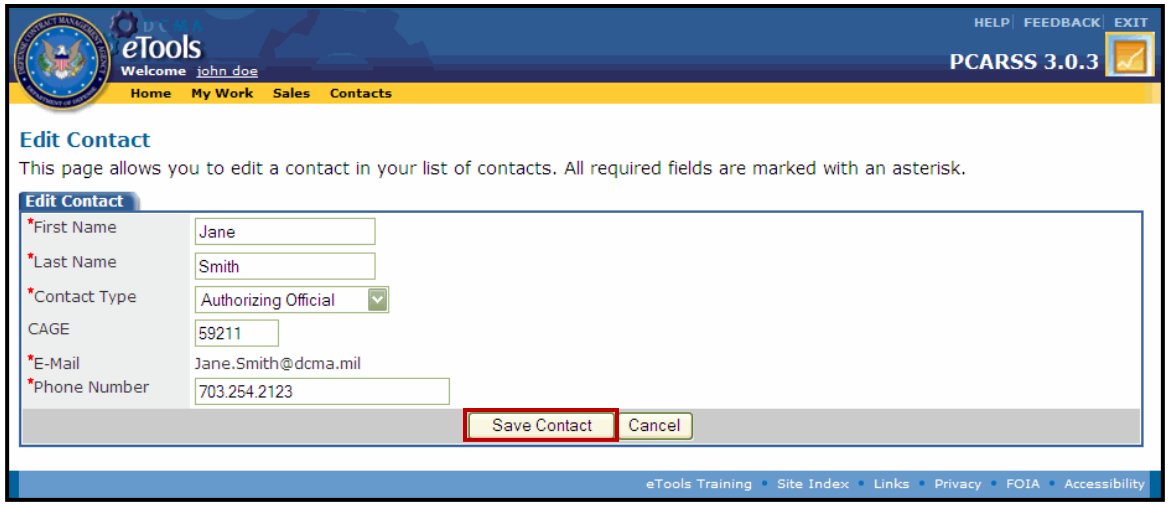
Graphic 3.2.3 : My Contacts page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Edit Contact
This page allows you to edit a contact in your list of contacts. All required fields are marked with an asterisk.
Edit Contact
*First Name Jane
*Last Name Smith
*Contact Type Authorizing Official
CAGE 59211
*E-Mail Jane.Smith@dcma.mil
*Phone Number 703.254.2123
Save Contact Cancel
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Graphic 3.2.4 : Edit Contact page

Lesson Two – Review

Lesson Two covered the following topics:

Topic One	Adding a Contact
Topic Two	Editing and Deleting a Contact

Lesson Three

Inventory Schedules

Lesson Three – Topics

Lesson Three Topics

Topic One	Managing the Inventory Schedules Workload
Topic Two	Creating an Inventory Schedule
Topic Three	Copying an Existing Inventory Schedule
Topic Four	Submitting a Draft Inventory Schedule
Topic Five	Deleting an Inventory Schedule
Topic Six	Deleting a Line Item
Topic Seven	Viewing Inventory Schedule History
Topic Eight	Editing an Inventory Schedule
Topic Nine	Editing a Line Item
Topic Ten	Requesting Withdrawal of an Inventory Schedule
Topic Eleven	Requesting Withdrawal of a Line Item
Topic Twelve	Resubmitting an Inventory Schedule
Topic Thirteen	Viewing Disposition Instructions and Shipping Items

Topic One – Managing the Inventory Schedules Workload

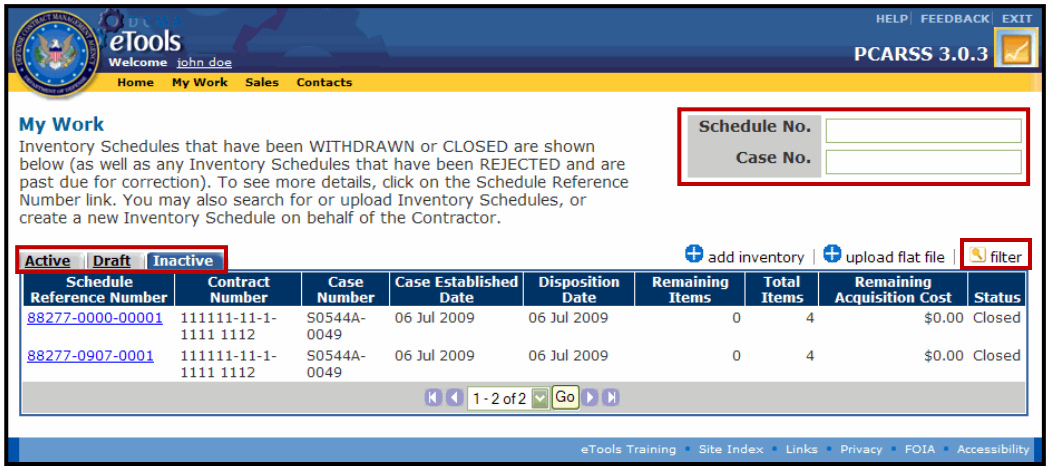
Managing the Inventory Schedules Workload

Contractors may view the My Work page by clicking the **My Work** link on the menu bar. The My Work page has three tabs: Active, Draft, and Inactive. The Active tab appears by default.

Managing the Inventory Schedules Workload (Graphic 3.3.1)	
1.	*Select* the **Active tab**. Displays inventory schedules in Submitted, Accepted, Rejected, Case Assigned, Disposition-Action Pending, and Disposition-Action Complete statuses (Graphic 3.3.1).
2.	*Select* the **Draft tab**. Displays inventory schedules in Draft status.
3.	*Select* the **Inactive tab**. Displays inventory schedules in Withdrawn, Closed, and Rejected statuses.

A submitted inventory schedule becomes overdue after 10 calendar days if it has not been accepted or rejected. When an inventory schedule is overdue, the word, Overdue, will appear with the status.

A rejected inventory schedule remains under the Active tab for 60 days after rejection, then it goes to the Inactive tab.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
My Work
Inventory Schedules that have been WITHDRAWN or CLOSED are shown below (as well as any Inventory Schedules that have been REJECTED and are past due for correction). To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No.
Case No.
Active Draft Inactive
add inventory upload flat file filter
Schedule Reference Number | Contract Number | Case Number | Case Established Date | Disposition Date | Remaining Items | Total Items | Remaining Acquisition Cost | Status
88277-0000-00001 | 111111-11-1-1111 1112 | S0544A-0049 | 06 Jul 2009 | 06 Jul 2009 | 0 | 4 | $0.00 | Closed
88277-0907-0001 | 111111-11-1-1111 1112 | S0544A-0049 | 06 Jul 2009 | 06 Jul 2009 | 0 | 4 | $0.00 | Closed
1 - 2 of 2 Go
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Graphic 3.3.1 : My Work page, Active tab

To search for an inventory schedule within the workload, *type* the schedule number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the inventory schedules that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Schedule No. and Case No. boxes and click the **filter** link.

The workload tabs now display all of your inventory schedules.

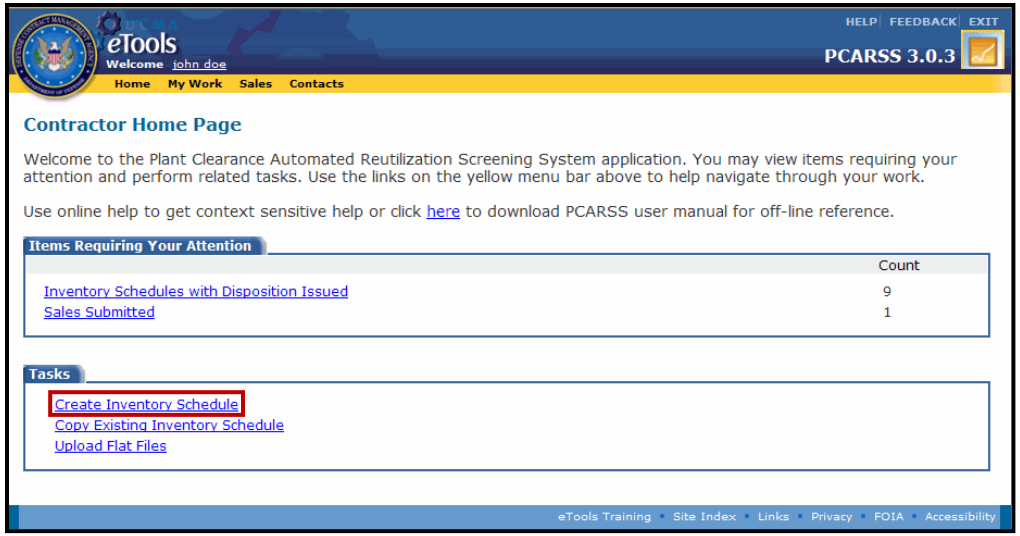
Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Entering the Schedule Reference Number

A Contractor may create an inventory schedule by clicking either the **Create Inventory Schedule** link on the Home Page or the **add inventory** link on the Inventory Schedules Workload page.

Entering the Schedule Reference Number (Graphics 3.3.2 – 3.3.3)	
1.	*Start* from the **Home Page** (Graphic 3.3.2).
2.	*Click* the **Create Inventory Schedule** link. The Add New Inventory Schedule page appears (Graphic 3.3.3).
3.	*Type* the **Prime CAGE**.
4.	*Type* the **Reference Number**. **Note**: This number can be in any format up to 20 characters in length. Remember that the reference number you enter must be unique to the prime CAGE.
5.	*Click* the **Save** button. You have just created the schedule reference number. The schedule reference number will have the format CAGE-Reference Number (e.g., 55820-12345678).

Steps for entering contract data are continued on the next slide.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Contractor Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Use online help to get context sensitive help or click here to download PCARSS user manual for off-line reference.
Items Requiring Your Attention
Count
Inventory Schedules with Disposition Issued 9
Sales Submitted 1
Tasks
Create Inventory Schedule
Copy Existing Inventory Schedule
Upload Flat Files
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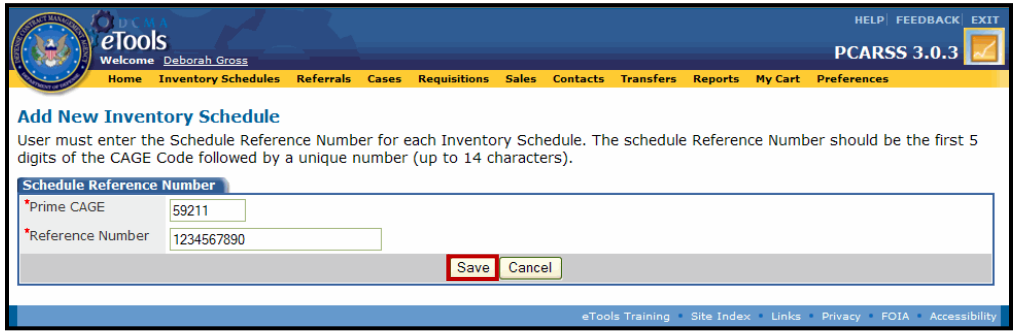
Graphic 3.3.2 : Contractor Home Page


eTools
Welcome Deborah Gross
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Inventory Schedules Referrals Cases Requisitions Sales Contacts Transfers Reports My Cart Preferences
Add New Inventory Schedule
User must enter the Schedule Reference Number for each Inventory Schedule. The schedule Reference Number should be the first 5 digits of the CAGE Code followed by a unique number (up to 14 characters).
Schedule Reference Number
*Prime CAGE 59211
*Reference Number 1234567890
Save Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

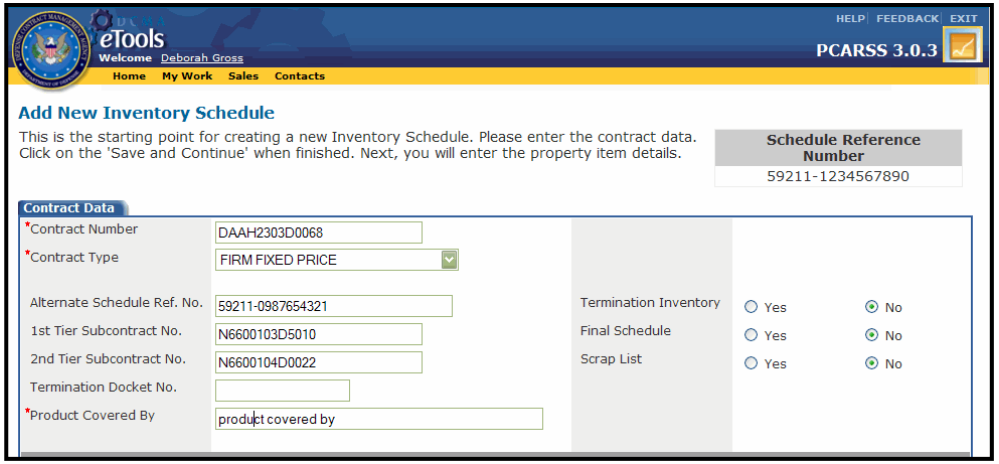
Graphic 3.3.3 : Add New Inventory Schedule page

Topic Two – Creating an Inventory Schedule

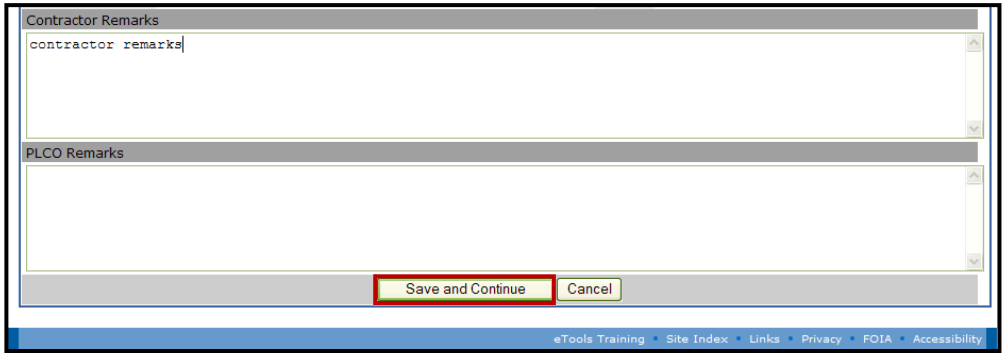
Creating an Inventory Schedule – Entering Contract Data

The Add New Inventory Schedule page (Graphic 3.3.4) appears after you have finished creating the schedule reference number and allows you to type the basic contract information regarding the inventory schedule. The Add New Inventory Schedule page contains six sections: Contract Data, Prime Contractor Details, 1st-Tier Details, 2nd-Tier Details, Property Location Details, and Remarks. The Contract Data section is displayed at the top of the page.

Entering Contract Data (Graphics 3.3.4 – 3.3.5)	
1.	*Type* **information** in appropriate **fields**. Fields marked with an asterisk are required. **Note**: Some of the fields have an icon next to them. Selecting the icon will populate adjacent field(s).
2.	*Click* the **Save and Continue** button. The Property Item Details page appears.
Steps for adding line items are continued on the next slide.	



Graphic 3.3.4 : Add New Inventory Schedule page (top)



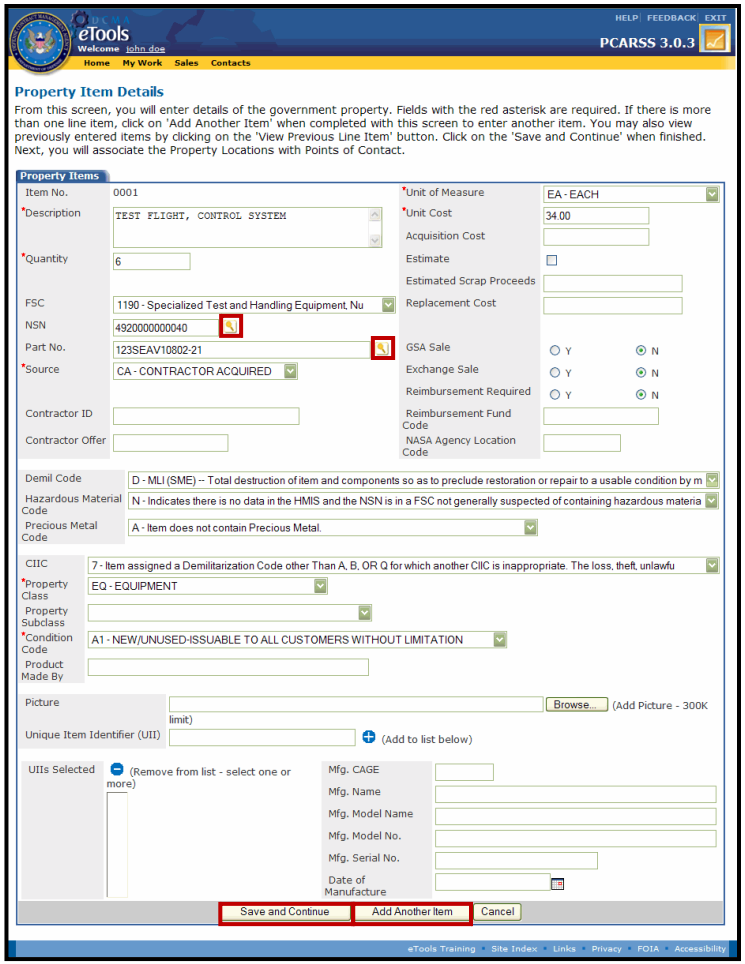
Graphic 3.3.5 : Add New Inventory Schedule page (bottom)

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Adding Line Items

The Property Item Details page (Graphic 3.3.6) allows you to type the details regarding each line item in the new inventory schedule.
The item number is automatically generated for the item being created. You are not able to change this number.

Adding Line Items (Graphic 3.3.6)	
1.	*Click* the icon to look up item information using the WebFLIS service, or *enter* an **NSN** in the NSN box or **a part number** in the Part Number box and *click* the icon. **Note**: See the next slide for information on looking up the NSN or Part Number.
2.	*Type* **information** in appropriate fields. Fields marked with an asterisk are required.
3.	*Click* the **Save and Continue** button to continue to the POCs page, or *Click* the **Add Another Item** button to add another item to the inventory schedule. Note: do not click Save and Continue if you need to enter another item.
Steps for using the NSN/Part Number Lookup and Selection tool are continued on the next slide.	


eTools
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PCARSS 3.0.3
Home My Work Sales Contacts
Property Item Details
From this screen, you will enter details of the government property. Fields with the red asterisk are required. If there is more than one line item, click on 'Add Another Item' when completed with this screen to enter another item. You may also view previously entered items by clicking on the 'View Previous Line Item' button. Click on the 'Save and Continue' when finished. Next, you will associate the Property Locations with Points of Contact.
Property Items
Item No. 0001
*Description TEST FLIGHT, CONTROL SYSTEM
*Quantity 6
FSC 1190 - Specialized Test and Handling Equipment, Nu
NSN 4920000000040
Part No. 123SEAV10802-21
*Source CA - CONTRACTOR ACQUIRED
Contractor ID
Contractor Offer
*Unit of Measure EA - EACH
*Unit Cost 34.00
Acquisition Cost
Estimate
Estimated Scrap Proceeds
Replacement Cost
GSA Sale
Exchange Sale
Reimbursement Required
Reimbursement Fund Code
NASA Agency Location Code
Demil Code D - MLI (SME) -- Total destruction of item and components so as to preclude restoration or repair to a usable condition by m
Hazardous Material Code N - Indicates there is no data in the HMIS and the NSN is in a FSC not generally suspected of containing hazardous materia
Precious Metal Code A - Item does not contain Precious Metal.
CIIC 7 - Item assigned a Demilitarization Code other Than A, B, OR Q for which another CIIC is inappropriate. The loss, theft, unlawfu
*Property Class EQ - EQUIPMENT
Property Subclass
*Condition Code A1 - NEW/UNUSED-ISSUABLE TO ALL CUSTOMERS WITHOUT LIMITATION
Product Made By
Picture
Browse...
(Add Picture - 300K limit)
Unique Item Identifier (UII)
(Add to list below)
UIIs Selected
(Remove from list - select one or more)
Mfg. CAGE
Mfg. Name
Mfg. Model Name
Mfg. Model No.
Mfg. Serial No.
Date of Manufacture
Save and Continue
Add Another Item
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

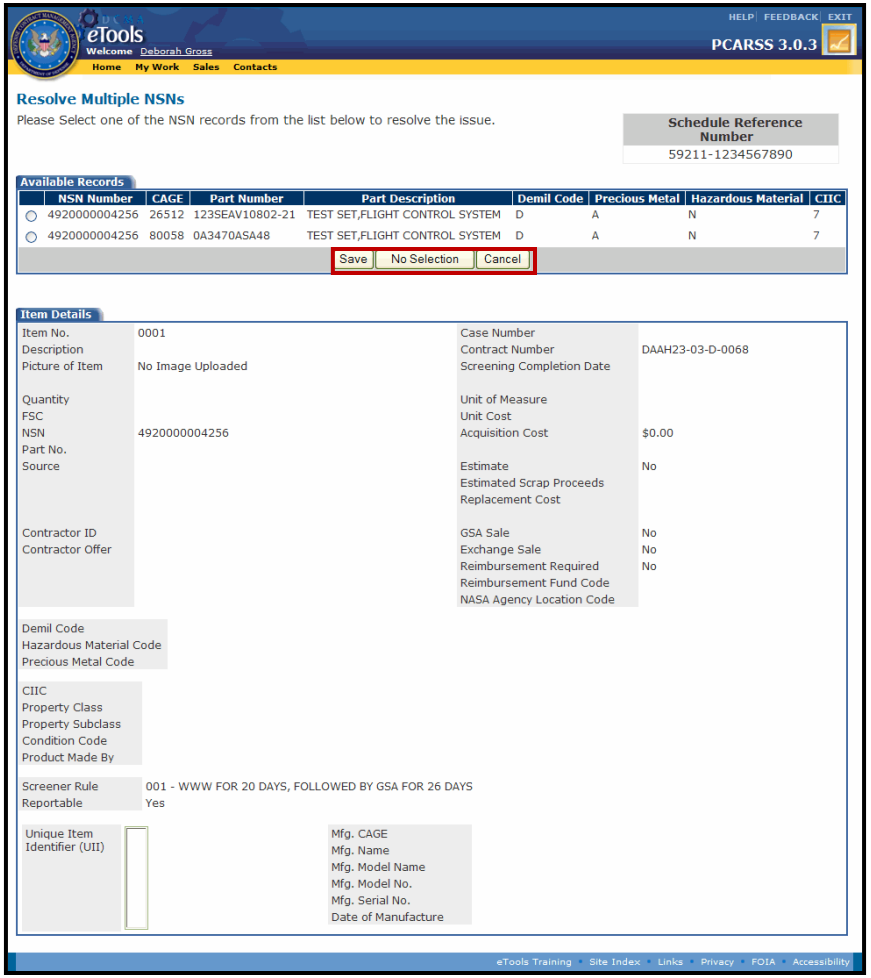
Graphic 3.3.6 : Property Item Details page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Using the NSN/Part Number Lookup

When you type the NSN on the Property Item Details page, you must click the icon. PCARSS will search for the NSN in WebFLIS. If WebFLIS finds a match, it populates the Part Number, Demil Code, Precious Metal Code, and CIIC in their corresponding fields. The part number is only populated when the field is blank. If PCARSS finds more than one match for the NSN you entered, you will be asked to resolve the conflict. The Resolve Multiple NSNs page appears (Graphic 3.3.7).

Using the NSN/Part Number Lookup (Graphics 3.3.7 – 3.3.9)
To select one of the items on the list, click the radio button next to the appropriate item and click the Save button.
To confirm that none of these items match the NSN you entered, click the No Selection button. You will not be prompted again to resolve the conflict if you choose No Selection.
To skip making a selection at this time, click the Cancel button.
Steps for using the NSN/Part Number Lookup and Selection tool are continued on the next slide.

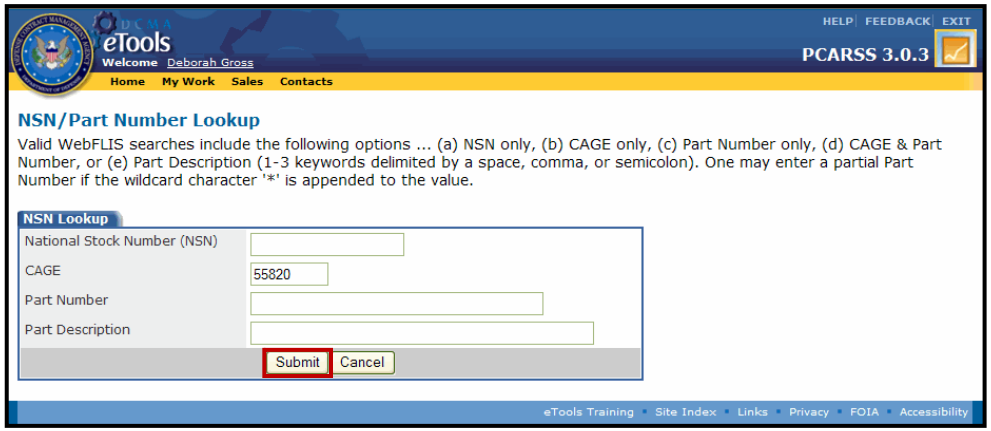


Graphic 3.3.7 : Resolve Multiple NSNs page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Using the NSN/Part Number Lookup – Continued

Using the NSN/Part Number Lookup (Graphics 3.3.7 – 3.3.9)	
1.	*Click* the icon next to either the NSN or Part Number fields on the Property Item Details page, leaving the fields blank. The NSN/Part Number Lookup page appears (Graphic 3.3.8).
2.	*Type* **information** in the fields. **Note**: Part number searches must contain at least 3 alphanumeric characters, including the * wild card entry. A CAGE is also required when performing a part number search. Part description searches may not contain more than 3 keywords.
3.	*Click* the **Submit** button on the NSN/Part Number Lookup page. The NSN/Part Number Search Response page appears and displays a maximum of 200 results (Graphic 3.3.9).
4.	*Select* an **item**.
5.	*Click* the **Select NSN** button. The Property Item Details page reappears. The NSN, Part Number, Demil Code, Precious Metal Code, Hazardous Material Code, and CIIC are populated in their corresponding fields.
Steps for adding POCs are continued on the next slide.	


HELP FEEDBACK EXIT
eTools
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PCARSS 3.0.3
Home My Work Sales Contacts
NSN/Part Number Lookup
Valid WebFLIS searches include the following options ... (a) NSN only, (b) CAGE only, (c) Part Number only, (d) CAGE & Part Number, or (e) Part Description (1-3 keywords delimited by a space, comma, or semicolon). One may enter a partial Part Number if the wildcard character '*' is appended to the value.
NSN Lookup
National Stock Number (NSN)
CAGE
55820
Part Number
Part Description
Submit
Cancel
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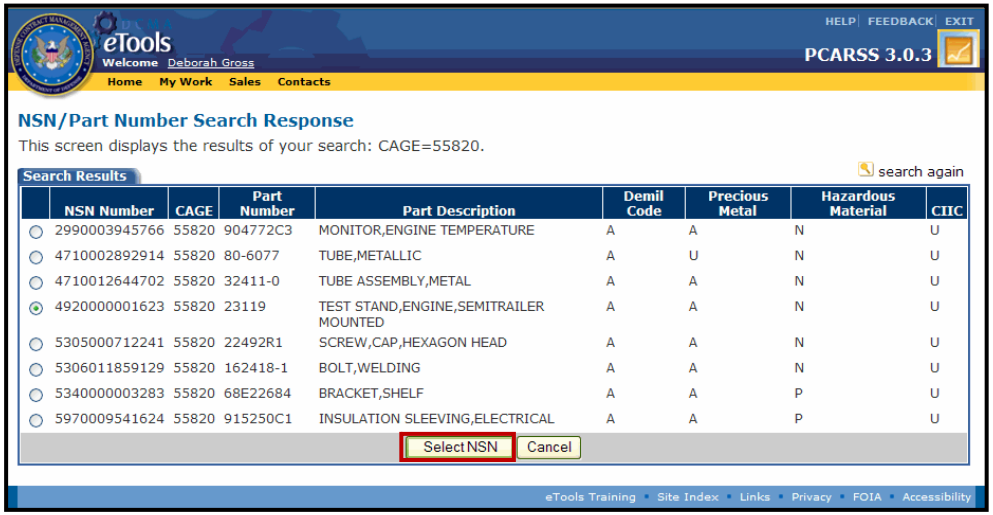
Graphic 3.3.8 : NSN/Part Number Lookup page


HELP FEEDBACK EXIT
eTools
Welcome Deborah Gross
PCARSS 3.0.3
Home My Work Sales Contacts
NSN/Part Number Search Response
This screen displays the results of your search: CAGE=55820.
search again
Search Results
NSN Number | CAGE | Part Number | Part Description | Demil Code | Precious Metal | Hazardous Material | CIIC
2990003945766 55820 904772C3 MONITOR,ENGINE TEMPERATURE A A N U
4710002892914 55820 80-6077 TUBE,METALLIC A U N U
4710012644702 55820 32411-0 TUBE ASSEMBLY,METAL A A N U
4920000001623 55820 23119 TEST STAND,ENGINE,SEMITRAILER MOUNTED A A N U
5305000712241 55820 22492R1 SCREW,CAP,HEXAGON HEAD A A N U
5306011859129 55820 162418-1 BOLT,WELDING A A N U
5340000003283 55820 68E22684 BRACKET,SHELF A A P U
5970009541624 55820 915250C1 INSULATION SLEEVING,ELECTRICAL A A P U
Select NSN
Cancel
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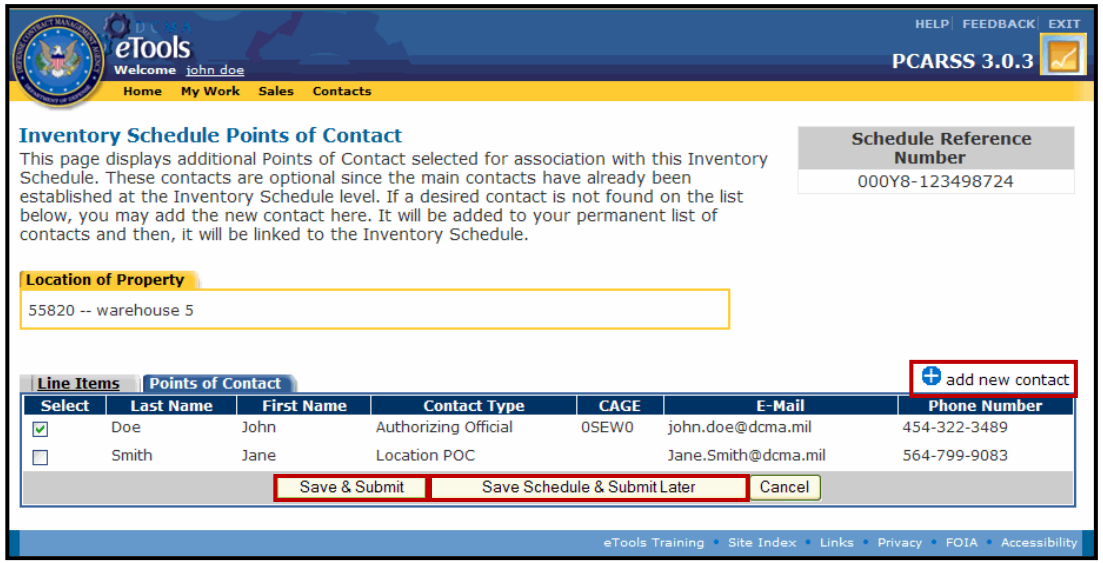
Graphic 3.3.9 : NSN/Part Number Search Response page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Selecting Points of Contact

You may select POCs to associate with your inventory schedule. All of your contacts are displayed under the Points of Contact tab (Graphic 3.3.10) and are available to associate with the inventory schedule.

Selecting Points of Contact (Graphic 3.3.10)	
1.	*Check* the **boxes** next to the contacts you wish to associate. **Note**: This step is optional. You do not have to select any contacts.
2.	*Click* the **Save &Submit** button to submit the inventory schedule, or *Click* the **Save Schedule & Submit Later** button if you wish to save the inventory schedule as a draft.
Steps for routing the inventory schedule are continued on the next slide.	


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Inventory Schedule Points of Contact
This page displays additional Points of Contact selected for association with this Inventory Schedule. These contacts are optional since the main contacts have already been established at the Inventory Schedule level. If a desired contact is not found on the list below, you may add the new contact here. It will be added to your permanent list of contacts and then, it will be linked to the Inventory Schedule.
Schedule Reference Number
000Y8-123498724
Location of Property
55820 -- warehouse 5
Line Items
Points of Contact
add new contact
Select
Last Name
First Name
Contact Type
CAGE
E-Mail
Phone Number
Doe
John
Authorizing Official
0SEW0
john.doe@dcma.mil
454-322-3489
Smith
Jane
Location POC
Jane.Smith@dcma.mil
564-799-9083
Save & Submit
Save Schedule & Submit Later
Cancel
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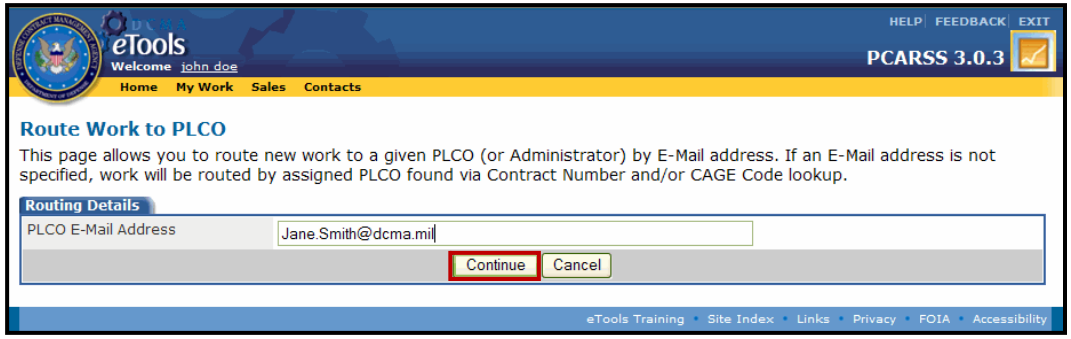
Graphic 3.3.10 : Inventory Schedule Points of Contact page

Topic Two – Creating an Inventory Schedule

Creating an Inventory Schedule – Routing the Inventory Schedule

When you click the Save & Submit button on the Inventory Schedule Points of Contact page, the Route Work to PLCO page appears (Graphic 3.3.11). The Route Work to PLCO page allows you to route work directly to a PLCO or an Administrator by typing their E-Mail address. For internal DCMA PLCOs, you may leave this field blank and send the inventory schedule to a PLCO based on CAGE cognizance in CMT. Note: Recommend using email address for all


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Route Work to PLCO
This page allows you to route new work to a given PLCO (or Administrator) by E-Mail address. If an E-Mail address is not specified, work will be routed by assigned PLCO found via Contract Number and/or CAGE Code lookup.
Routing Details
PLCO E-Mail Address
Jane.Smith@dcma.mil
Continue
Cancel
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Graphic 3.3.11 : Route Work to PLCO page

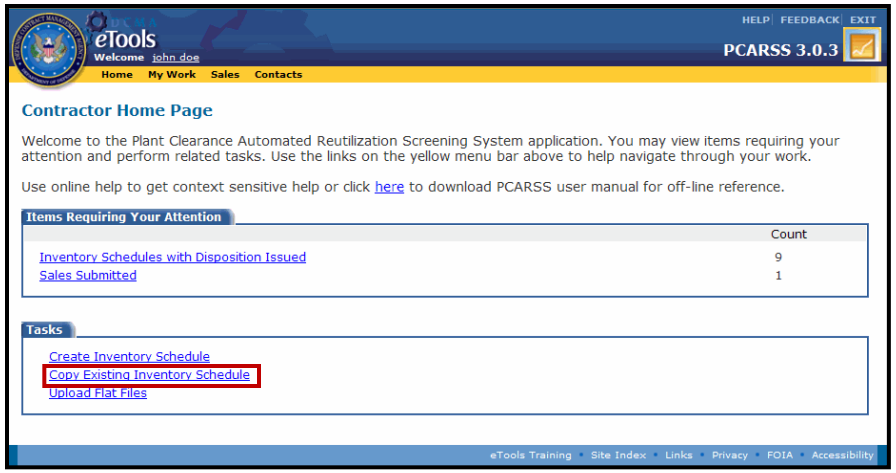
Routing the Inventory Schedule (Graphic 3.3.11)	
1.	*Type* the **E-Mail address** of the PLCO or Administrator to whom you wish to route the inventory schedule, or leave the field blank to route to an internal PLCO using CMT.
2.	*Click* the **Continue** button to submit the inventory schedule. The inventory schedule appears in the Inventory Schedules Workload, under the Active tab with Submitted status.

Topic Three – Copying an Existing Inventory Schedule

Copying an Existing Inventory Schedule

Contractors, PLCOs, and Administrators can copy existing inventory schedules and their line items to create new inventory schedules. Copying an existing inventory schedule will take contract data and the selected line items (with the exception of UII entries) from an existing inventory schedule to create a new draft inventory schedule.

Copying an Existing Inventory Schedule (Graphics 3.3.12 – 3.3.14)	
1.	*Start* from the **Home Page** (Graphic 3.3.12).
2.	*Click* the **Copy Existing Inventory Schedule** link. The Copy Inventory Schedule page appears (Graphic 3.3.13).
3.	*Click* the **Copy** link next to any inventory schedule under the Active, Draft, or Inactive tabs. The Copy Line Item page appears (Graphic 3.3.14).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Contractor Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view items requiring your attention and perform related tasks. Use the links on the yellow menu bar above to help navigate through your work.
Use online help to get context sensitive help or click here to download PCARSS user manual for off-line reference.
Items Requiring Your Attention
Count
Inventory Schedules with Disposition Issued 9
Sales Submitted 1
Tasks
Create Inventory Schedule
Copy Existing Inventory Schedule
Upload Flat Files
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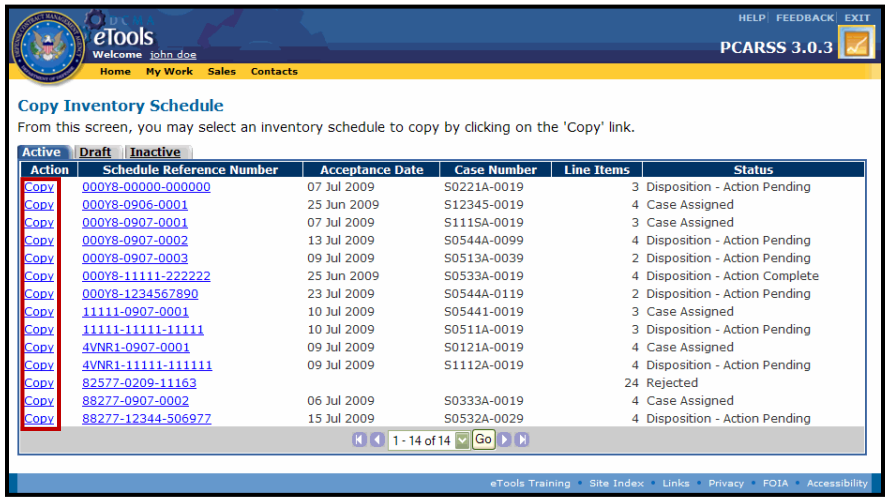
Graphic 3.3.12 : Contractor Home Page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Copy Inventory Schedule
From this screen, you may select an inventory schedule to copy by clicking on the 'Copy' link.
Active Draft Inactive
Action | Schedule Reference Number | Acceptance Date | Case Number | Line Items | Status
Copy 000Y8-00000-000000 07 Jul 2009 S0221A-0019 3 Disposition - Action Pending
Copy 000Y8-0906-0001 25 Jun 2009 S12345-0019 4 Case Assigned
Copy 000Y8-0907-0001 07 Jul 2009 S111SA-0019 3 Case Assigned
Copy 000Y8-0907-0002 13 Jul 2009 S0544A-0099 4 Disposition - Action Pending
Copy 000Y8-0907-0003 09 Jul 2009 S0513A-0039 2 Disposition - Action Pending
Copy 000Y8-11111-222222 25 Jun 2009 S0533A-0019 4 Disposition - Action Complete
Copy 000Y8-1234567890 23 Jul 2009 S0544A-0119 2 Disposition - Action Pending
Copy 11111-0907-0001 10 Jul 2009 S05441-0019 3 Case Assigned
Copy 11111-11111-11111 10 Jul 2009 S0511A-0019 3 Disposition - Action Pending
Copy 4VNR1-0907-0001 09 Jul 2009 S0121A-0019 4 Case Assigned
Copy 4VNR1-11111-111111 09 Jul 2009 S1112A-0019 4 Disposition - Action Pending
Copy 82577-0209-11163 24 Rejected
Copy 88277-0907-0002 06 Jul 2009 S0333A-0019 4 Case Assigned
Copy 88277-12344-506977 15 Jul 2009 S0532A-0029 4 Disposition - Action Pending
1 - 14 of 14 Go
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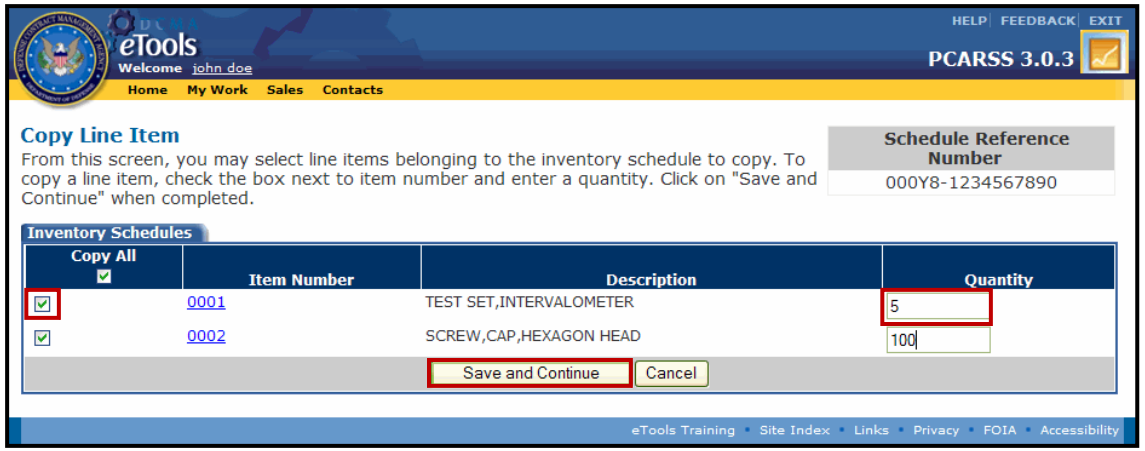
Graphic 3.3.13 : Copy Inventory Schedule page

Topic Three – Copying an Existing Inventory Schedule

Copying an Existing Inventory Schedule – Continued

Copying an Existing Inventory Schedule (Graphics 3.3.12 – 3.3.14)	
4.	*Check* the **boxes** next to the items you would like to copy. You may copy all, some, or none of the items. To copy all the items, click the Select All checkbox.
5.	*Type* the **quantity** you wish to have of each item you are copying.
6.	*Click* the **Save and Continue** button. The View Inventory Schedule page appears. If you navigate away from this page, you can find the inventory schedule under the Draft tab of the Inventory Schedules Workload.
7.	*Remember* that PCARSS does not copy UIIs from the original line items when using the copy function.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Copy Line Item
From this screen, you may select line items belonging to the inventory schedule to copy. To copy a line item, check the box next to item number and enter a quantity. Click on "Save and Continue" when completed.
Schedule Reference Number
000Y8-1234567890
Inventory Schedules
Copy All
Item Number
Description
Quantity
0001
TEST SET,INTERVALOMETER
5
0002
SCREW,CAP,HEXAGON HEAD
100
Save and Continue
Cancel
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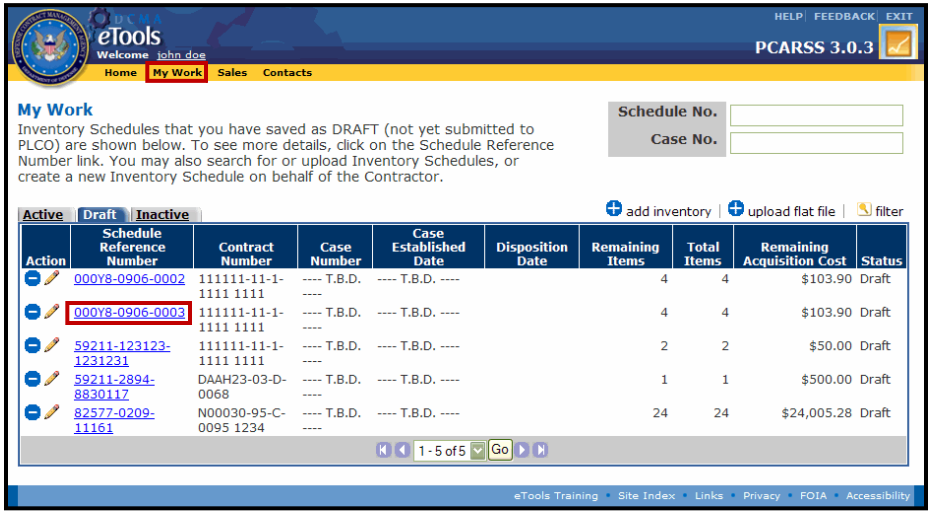
Graphic 3.3.14 : Copy Line Item page

Topic Four – Submitting a Draft Inventory Schedule

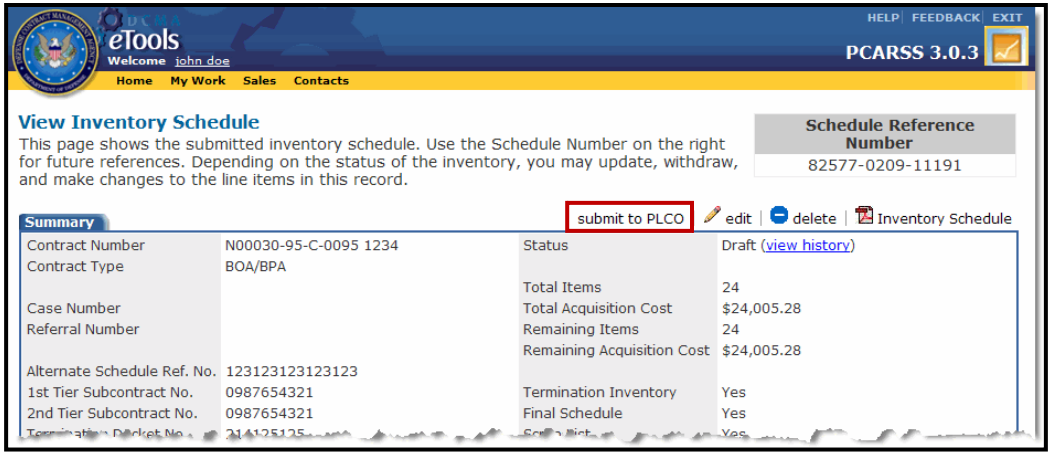
Submitting a Draft Inventory Schedule

An inventory schedule with Draft status has been created but not yet submitted. You can edit inventory schedule and line item details on a draft inventory schedule, as well as add new line items and POCs.

Submitting a Draft Inventory Schedule (Graphics 3.3.15 – 3.3.16)	
1.	*Click* the **My Work** link on the menu bar.
2.	*Select* the **Draft tab** (Graphic 3.3.15).
3.	*Select* the **inventory schedule** you wish to submit. The View Inventory Schedule page appears (Graphic 3.3.16).
4.	*Click* the **submit to PLCO** link. The Route to PLCO page appears.
5.	*Type* the **E-Mail address** of the PLCO to whom you wish to route the inventory schedule. You may leave this field blank or send the inventory schedule to an internal DCMA PLCO based on CAGE cognizance in the CMT.
6.	*Click* the **Continue** button.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
My Work
Inventory Schedules that you have saved as DRAFT (not yet submitted to PLCO) are shown below. To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No.
Case No.
Active Draft Inactive
add inventory | upload flat file | filter
Action | Schedule Reference Number | Contract Number | Case Number | Case Established Date | Disposition Date | Remaining Items | Total Items | Remaining Acquisition Cost | Status
000Y8-0906-0002 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 4 | 4 | $103.90 | Draft
000Y8-0906-0003 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 4 | 4 | $103.90 | Draft
59211-123123-1231231 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 2 | 2 | $50.00 | Draft
59211-2894-8830117 | DAAH23-03-D-0068 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 1 | 1 | $500.00 | Draft
82577-0209-11161 | N00030-95-C-0095 1234 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 24 | 24 | $24,005.28 | Draft
1 - 5 of 5 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.3.15 : View Inventory Schedule page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
82577-0209-11191
submit to PLCO | edit | delete | Inventory Schedule
Summary
Contract Number N00030-95-C-0095 1234
Contract Type BOA/BPA
Case Number
Referral Number
Alternate Schedule Ref. No. 123123123123123
1st Tier Subcontract No. 0987654321
2nd Tier Subcontract No. 0987654321
Status Draft (view history)
Total Items 24
Total Acquisition Cost $24,005.28
Remaining Items 24
Remaining Acquisition Cost $24,005.28
Termination Inventory Yes
Final Schedule Yes

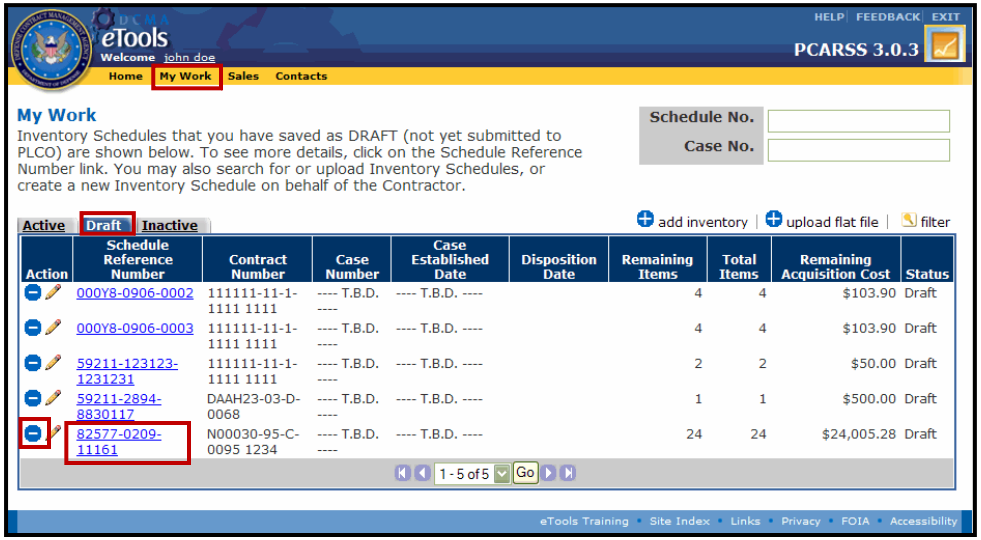
Graphic 3.3.16 : Route Work to PLCO page

Topic Five – Deleting an Inventory Schedule

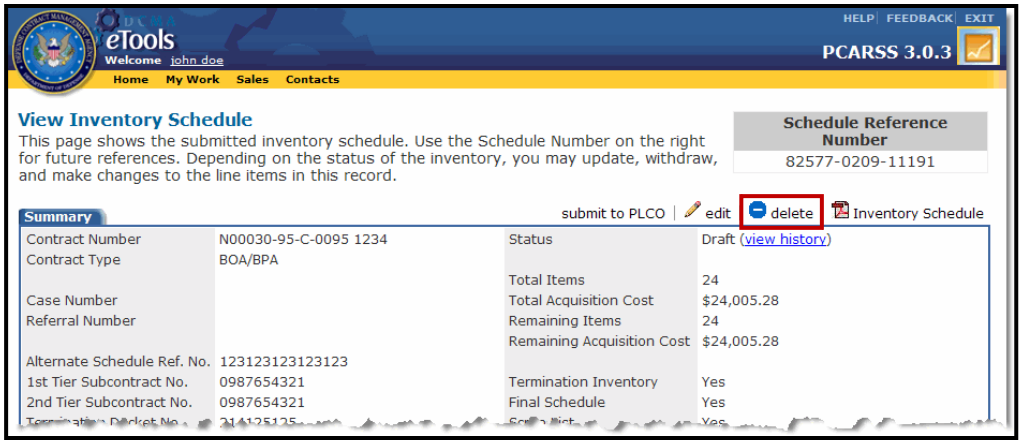
Deleting an Inventory Schedule

Contractors can delete inventory schedules in Draft or Rejected status. Remember that once you delete an inventory schedule, you will not be able to retrieve it.

Deleting an Inventory Schedule (Graphics 3.3.17 – 3.3.18)	
1.	*Click* the **My Work** link on the menu bar.
2.	*Select* the **Draft tab** (Graphic 3.3.17). **Note**: You can use the icon to delete the inventory schedule.
3.	*Select* the **inventory schedule** you wish to delete. The View Inventory Schedule page appears (Graphic 3.3.18).
4.	*Click* the **delete** link on the View Inventory Schedule page. A pop-up window appears asking you to confirm the deletion.
5.	Click the **OK** button on the pop-up window. The inventory schedule is deleted and no longer appears in your Inventory Schedules Workload.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
My Work
Inventory Schedules that you have saved as DRAFT (not yet submitted to PLCO) are shown below. To see more details, click on the Schedule Reference Number link. You may also search for or upload Inventory Schedules, or create a new Inventory Schedule on behalf of the Contractor.
Schedule No.
Case No.
Active Draft Inactive
add inventory | upload flat file | filter
Action | Schedule Reference Number | Contract Number | Case Number | Case Established Date | Disposition Date | Remaining Items | Total Items | Remaining Acquisition Cost | Status
000Y8-0906-0002 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 4 | 4 | $103.90 | Draft
000Y8-0906-0003 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 4 | 4 | $103.90 | Draft
59211-123123-1231231 | 111111-11-1-1111 1111 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 2 | 2 | $50.00 | Draft
59211-2894-8830117 | DAAH23-03-D-0068 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 1 | 1 | $500.00 | Draft
82577-0209-11161 | N00030-95-C-0095 1234 | ---- T.B.D. ---- | ---- T.B.D. ---- | | 24 | 24 | $24,005.28 | Draft
1 - 5 of 5 Go
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.3.17 : My Work page, Draft tab


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
82577-0209-11191
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number N00030-95-C-0095 1234
Contract Type BOA/BPA
Case Number
Referral Number
Alternate Schedule Ref. No. 123123123123123
1st Tier Subcontract No. 0987654321
2nd Tier Subcontract No. 0987654321
Status Draft (view history)
Total Items 24
Total Acquisition Cost $24,005.28
Remaining Items 24
Remaining Acquisition Cost $24,005.28
Termination Inventory Yes
Final Schedule Yes

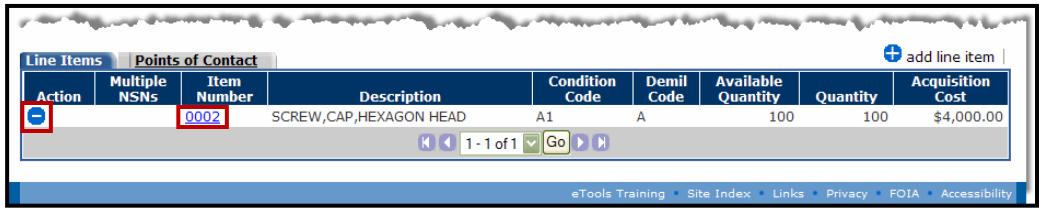
Graphic 3.3.18 : View Inventory Schedule page (top)

Topic Six – Deleting a Line Item

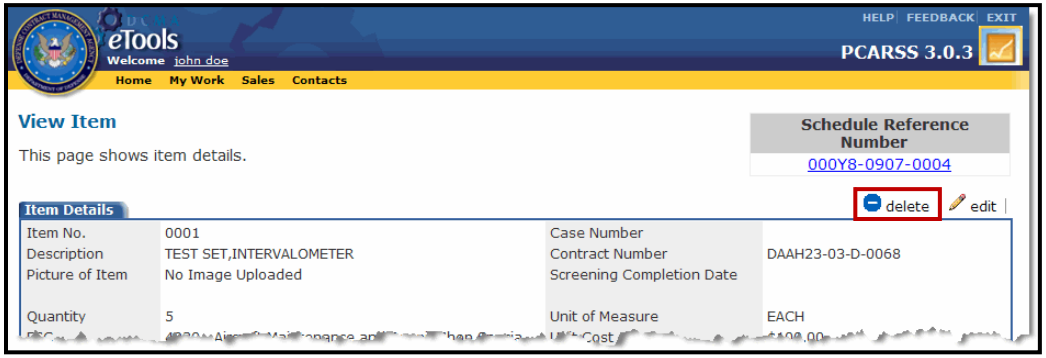
Deleting a Line Item

Contractors can delete line items in Draft or Rejected status. Remember that once you delete a line item, you will not be able to retrieve it.

Deleting a Line Item (Graphics 3.3.19 – 3.3.20)	
1.	*Start* from the **View Inventory Schedule page**.
2.	*Scroll* down to the **Line Items tab** (Graphic 3.3.19). **Note**: You can use the icon to delete the line item.
3.	*Select* the **line item** you wish to delete. The View Item page appears (Graphic 3.3.20).
4.	*Click* the **delete** link on the View Item page. A pop-up window appears asking you to confirm the deletion.
5.	Click the **OK** button on the pop-up window. The line item is deleted and no longer appears on your inventory schedule.



Graphic 3.3.19 : View Inventory Schedule page, Line Items tab



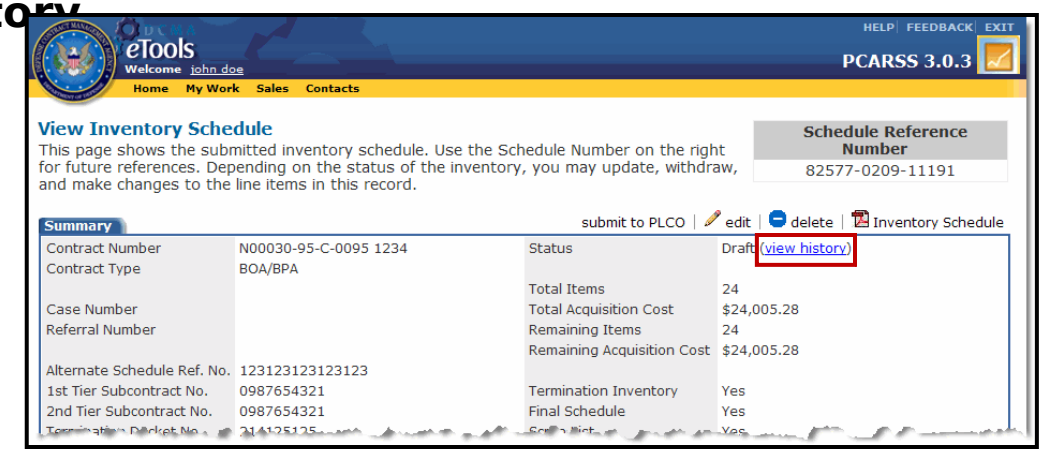
Graphic 3.3.20 : View Item page (top)

Topic Seven – Viewing Inventory Schedule History

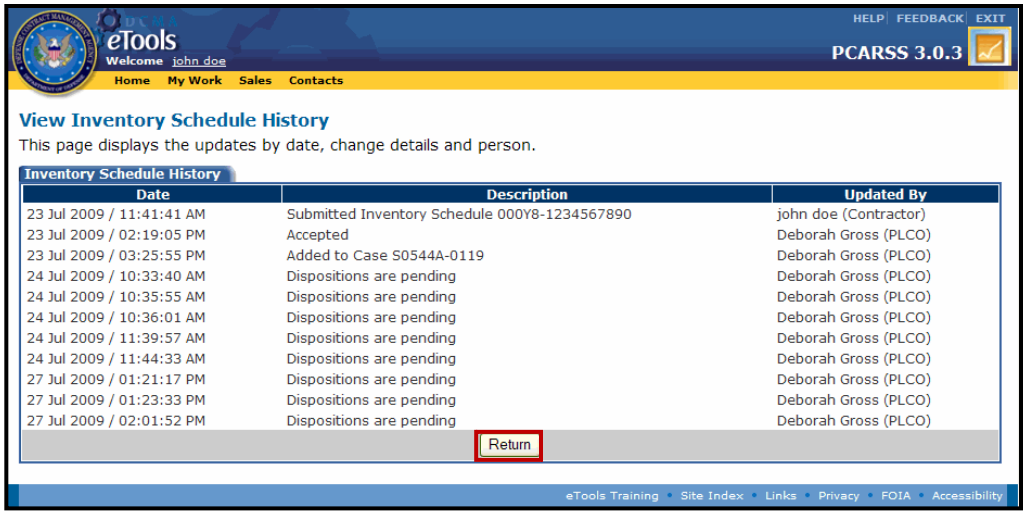
Viewing Inventory Schedule History

Contractors may view the history for any inventory schedule. Information regarding any change made to the inventory schedule appears on the View Inventory Schedule History page.

Viewing Inventory Schedule History (Graphics 3.3.21 – 3.3.22)	
1.	*Start* from the **My Work page**.
2.	*Select* an **inventory schedule**. The View Inventory Schedule page appears (Graphic 3.3.21).
3.	*Click* the **view history** link to view the inventory schedule's history. The View Inventory Schedule History page appears (Graphic 3.3.22).
4.	*Click* the **Return** button to return to the View Inventory Schedule page.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
82577-0209-11191
Summary
submit to PLCO | edit | delete | Inventory Schedule
Contract Number N00030-95-C-0095 1234
Contract Type BOA/BPA
Case Number
Referral Number
Alternate Schedule Ref. No. 123123123123123
1st Tier Subcontract No. 0987654321
2nd Tier Subcontract No. 0987654321
Status Draft (view history)
Total Items 24
Total Acquisition Cost $24,005.28
Remaining Items 24
Remaining Acquisition Cost $24,005.28
Termination Inventory Yes
Final Schedule Yes

Graphic 3.3.21 : View Inventory Schedule page (top)


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule History
This page displays the updates by date, change details and person.
Inventory Schedule History
Date | Description | Updated By
23 Jul 2009 / 11:41:41 AM | Submitted Inventory Schedule 000Y8-1234567890 | john doe (Contractor)
23 Jul 2009 / 02:19:05 PM | Accepted | Deborah Gross (PLCO)
23 Jul 2009 / 03:25:55 PM | Added to Case S0544A-0119 | Deborah Gross (PLCO)
24 Jul 2009 / 10:33:40 AM | Dispositions are pending | Deborah Gross (PLCO)
24 Jul 2009 / 10:35:55 AM | Dispositions are pending | Deborah Gross (PLCO)
24 Jul 2009 / 10:36:01 AM | Dispositions are pending | Deborah Gross (PLCO)
24 Jul 2009 / 11:39:57 AM | Dispositions are pending | Deborah Gross (PLCO)
24 Jul 2009 / 11:44:33 AM | Dispositions are pending | Deborah Gross (PLCO)
27 Jul 2009 / 01:21:17 PM | Dispositions are pending | Deborah Gross (PLCO)
27 Jul 2009 / 01:23:33 PM | Dispositions are pending | Deborah Gross (PLCO)
27 Jul 2009 / 02:01:52 PM | Dispositions are pending | Deborah Gross (PLCO)
Return
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

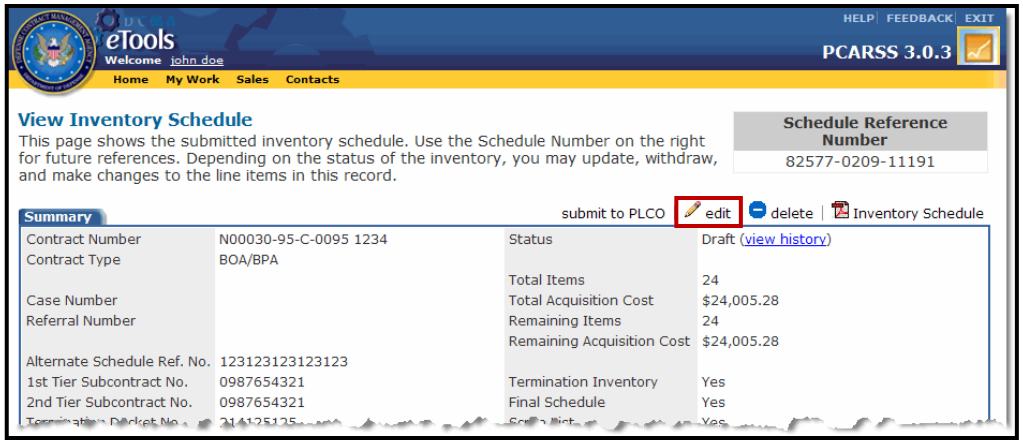
Graphic 3.3.22 : View Inventory Schedule History page

Topic Eight – Editing an Inventory Schedule

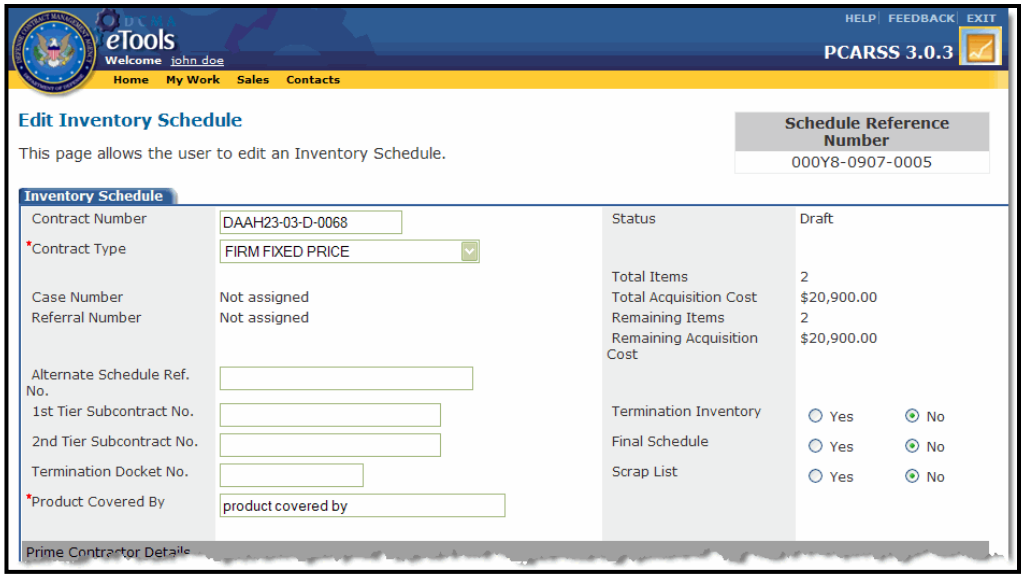
Editing an Inventory Schedule

Contractors can only edit inventory schedules in Draft or Rejected statuses.

Editing an Inventory Schedule (Graphics 3.3.23 – 3.3.24)	
1.	*Start* from the **View Inventory Schedule page** (Graphic 3.3.23).
2.	*Click* the **edit** link. The Edit Inventory Schedule page appears (Graphic 3.3.24).
3.	*Edit* the **necessary information**. Note: You cannot change the prime CAGE.
4.	*Click* the **Save** button. The View Inventory Schedule page appears and the changes are saved.


eTools
Welcome john doe
Home My Work Sales Contacts
HELP FEEDBACK EXIT
PCARSS 3.0.3
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Reference Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
82577-0209-11191
Summary
submit to PLCO
edit
delete
Inventory Schedule
Contract Number N00030-95-C-0095 1234
Contract Type BOA/BPA
Case Number
Referral Number
Alternate Schedule Ref. No. 123123123123123
1st Tier Subcontract No. 0987654321
2nd Tier Subcontract No. 0987654321
Status Draft (view history)
Total Items 24
Total Acquisition Cost $24,005.28
Remaining Items 24
Remaining Acquisition Cost $24,005.28
Termination Inventory Yes
Final Schedule Yes

Graphic 3.3.23 : View Inventory Schedule page (top)



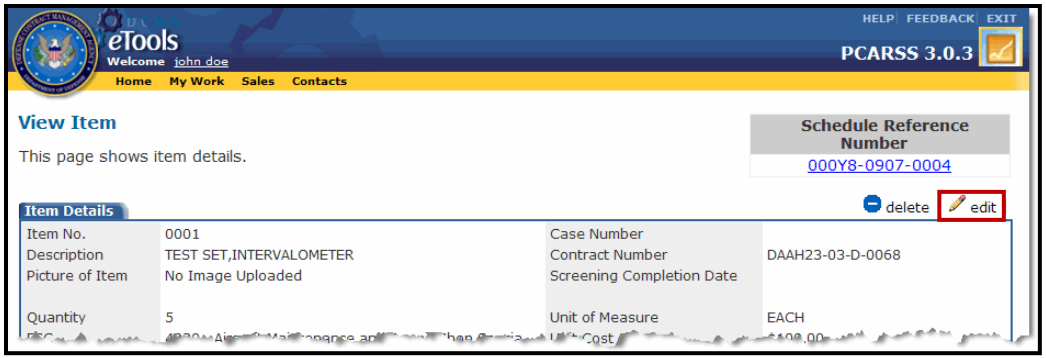
Graphic 3.3.24 : Edit Inventory Schedule page (top)

Topic Nine – Editing a Line Item

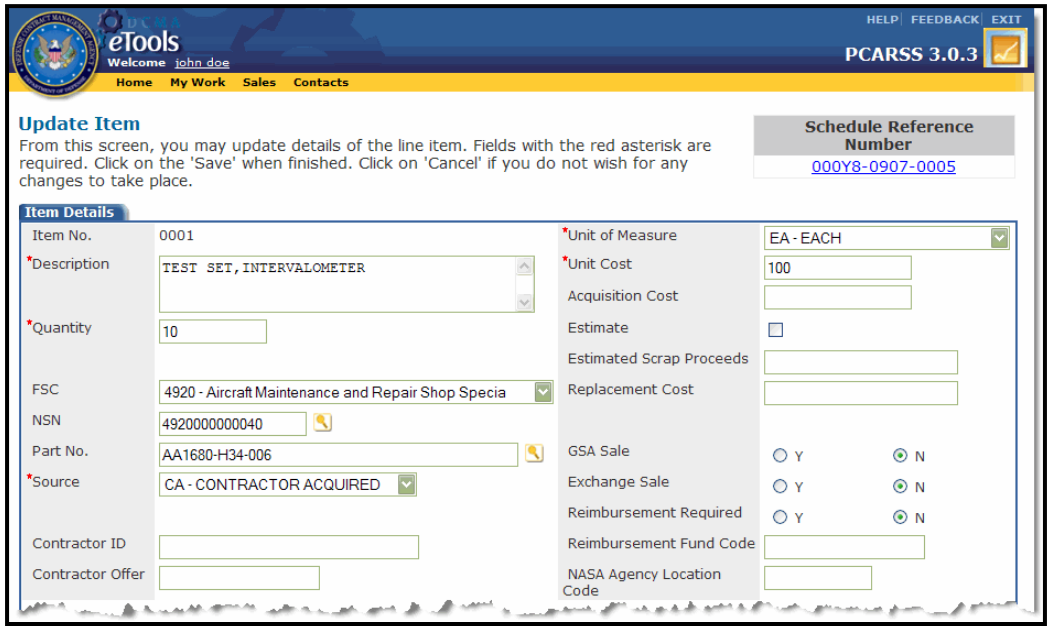
Editing a Line Item

Contractors can only edit line items on inventory schedules in Draft or Rejected statuses.

Editing a Line Item (Graphics 3.3.25 – 3.3.26)	
1.	*Start* from the **View Inventory Schedule page**.
2.	*Click* the **link on the item number** at the bottom of the page. The View Item page appears (Graphic 3.3.25).
3.	*Click* the **edit** link on the View Item page. The Update Item page appears (Graphic 3.3.26).
4.	*Edit* the **necessary information**.
5.	*Click* the **Save** button. The View Item page appears and the changes are saved.



Graphic 3.3.25 : View Item page (top)


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Update Item
From this screen, you may update details of the line item. Fields with the red asterisk are required. Click on the 'Save' when finished. Click on 'Cancel' if you do not wish for any changes to take place.
Schedule Reference Number
000Y8-0907-0005
Item Details
Item No. 0001
*Description TEST SET,INTERVALOMETER
*Quantity 10
FSC 4920 - Aircraft Maintenance and Repair Shop Specia
NSN 4920000000040
Part No. AA1680-H34-006
*Source CA - CONTRACTOR ACQUIRED
Contractor ID
Contractor Offer
*Unit of Measure EA - EACH
*Unit Cost 100
Acquisition Cost
Estimate
Estimated Scrap Proceeds
Replacement Cost
GSA Sale Y N
Exchange Sale Y N
Reimbursement Required Y N
Reimbursement Fund Code
NASA Agency Location Code

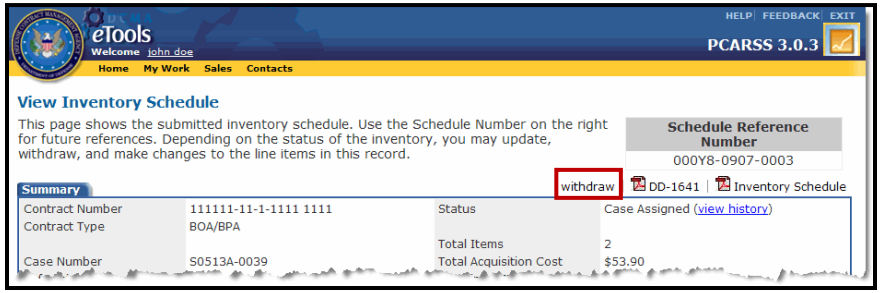
Graphic 3.3.26 : Update Item page (top)

Topic Ten – Requesting Withdrawal of an Inventory Schedule

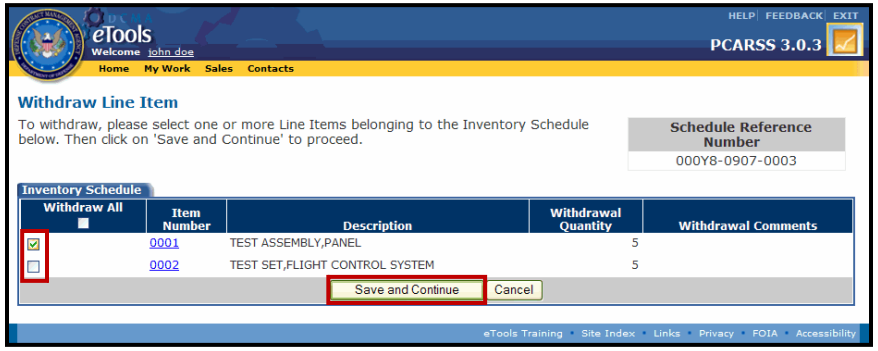
Requesting Withdrawal of an Inventory Schedule

The Contractor may submit an inventory schedule withdrawal request as long as the schedule has been assigned to a case and does not have any pending or completed dispositions, requisitions, or sales. When requesting a withdrawal at the inventory schedule level, you may withdraw an entire inventory schedule or the full quantity of one or more line items.

Requesting Withdrawal of an Inventory Schedule (Graphics 3.3.27 – 3.3.29)	
1.	*Start* from the **My Work page**.
2.	*Select* an **inventory schedule** in Case Assigned status. The View Inventory Schedule page appears (Graphic 3.3.27).
3.	*Click* the **withdraw** link. The Withdraw Line Item page appears (Graphic 3.3.28).
4.	*Check* the **box** next to the line item(s) you wish to withdraw. **Note**: Withdrawing a line item will withdraw the full quantity of the item.
5.	*Click* the **Save and Continue** button. The Comments for Withdraw Inventory Schedule page appears (Graphic 3.3.29).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
000Y8-0907-0003
withdraw
DD-1641
Inventory Schedule
Summary
Contract Number 111111-11-1-1111 1111
Contract Type BOA/BPA
Case Number S0513A-0039
Status Case Assigned (view history)
Total Items 2
Total Acquisition Cost $53.90

Graphic 3.3.27 : View Inventory Schedule page (top)

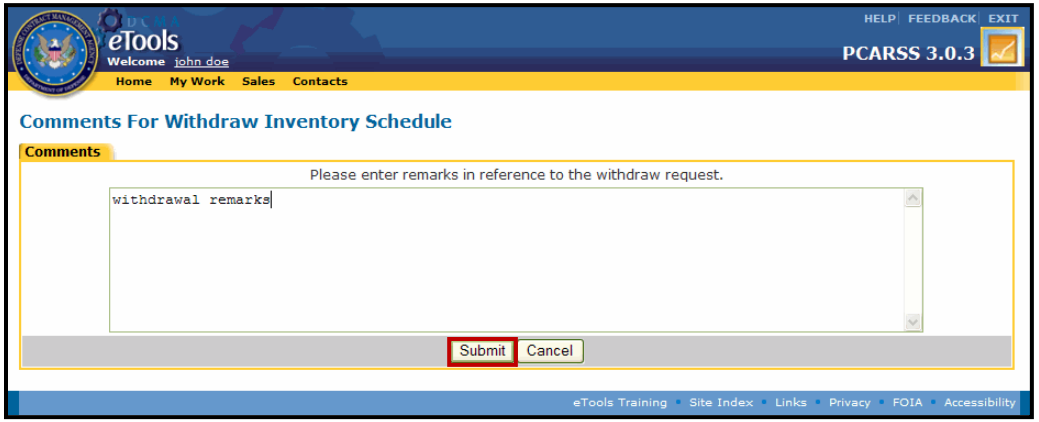


Graphic 3.3.28 : Withdraw Line Item page

Topic Ten – Requesting Withdrawal of an Inventory Schedule

Requesting Withdrawal of an Inventory Schedule – Continued

Requesting Withdrawal of an Inventory Schedule (Graphics 3.3.27 – 3.3.29)	
6.	*Type* **comments** regarding the withdrawal request.
7.	*Click* the **Submit** button. These comments will be available when the PLCO reviews the withdrawal request. The items requested for withdrawal are now unavailable, and will remain unavailable unless the request is disapproved.



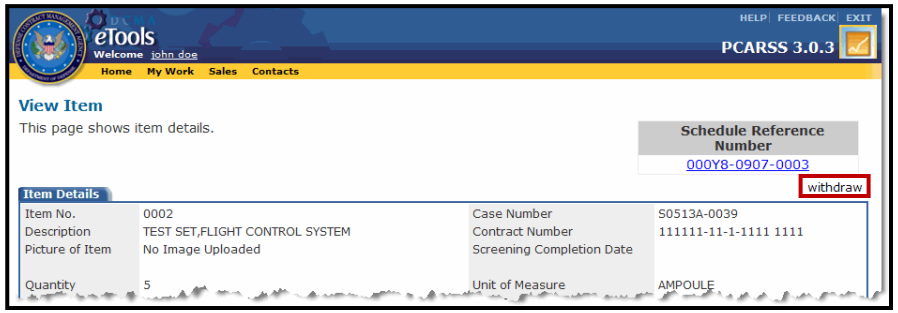
Graphic 3.3.29 : Comments for Withdraw Inventory Schedule page

Topic Eleven – Requesting Withdrawal of a Line Item

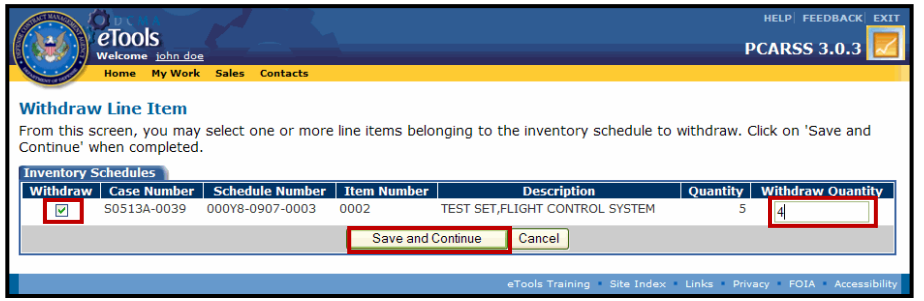
Requesting Withdrawal of a Line Item

The Contractor may submit a line item withdrawal request as long as the schedule it is on has been assigned to a case and the line item does not have any pending or completed dispositions, requisitions, or sales. When requesting a withdrawal at the line item level, you may withdraw the entire line item or a partial quantity.

Requesting Withdrawal of a Line Item (Graphics 3.3.30 – 3.3.33)	
1.	*Start* from the **View Inventory Schedule page**.
2.	*Scroll* down to the **Line Items tab** at the bottom of the page.
3.	*Click* the link on the **item number** for the item you wish to withdraw. The View Item page appears (Graphic 3.3.30).
4.	*Click* the **withdraw** link. The Withdraw Line Item page appears (Graphic 3.3.31).
5.	*Check* the **box** next to the line item to withdraw it.
6.	*Modify* the **Withdraw Quantity** if necessary. You may withdraw the entire quantity or a partial quantity.
7.	*Click* the **Save and Continue** button The Assign UII to Withdrawal page appears (Graphic 3.3.32).



Graphic 3.3.30 : View Item page

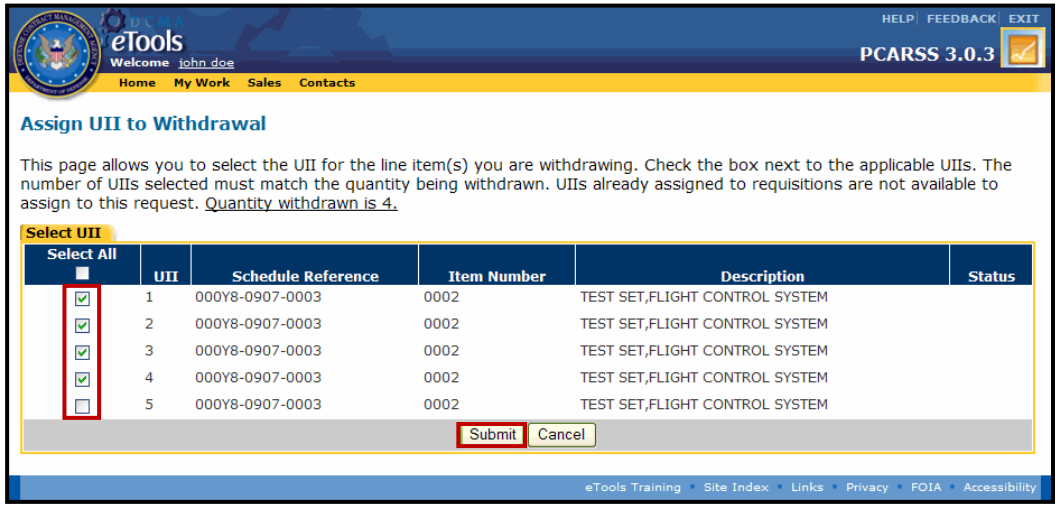


Graphic 3.3.31 : Withdraw Line Item page

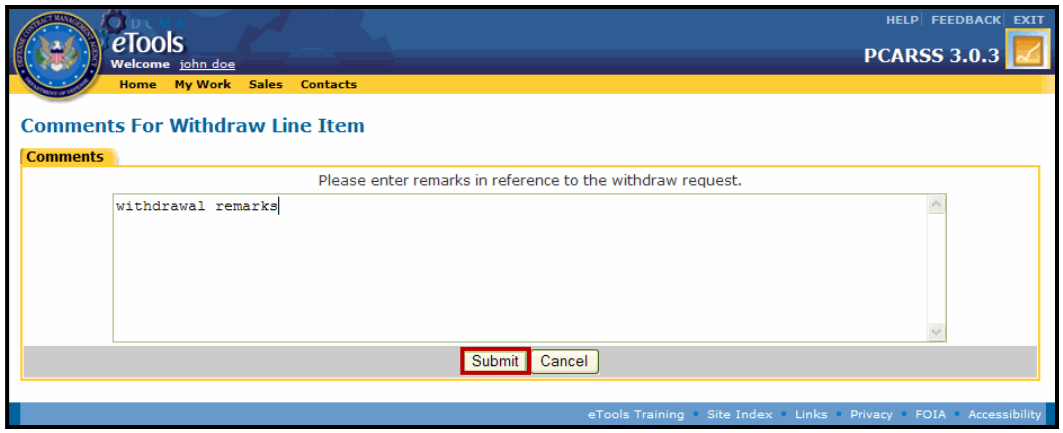
Topic Eleven – Requesting Withdrawal of a Line Item

Requesting Withdrawal of a Line Item – Continued

Requesting Withdrawal of a Line Item (Graphics 3.3.30 – 3.3.33)	
4.	*Check* the **boxes** next to the UIIs you wish to withdraw. **Note**: The Assign UII to Withdrawal page will not appear if the item does not have UIIs or if you are withdrawing the full remaining quantity.
5.	*Click* the **Submit** button. The Comments for Withdraw Line Item page appears (Graphic 3.3.33).
6.	*Type* **comments** in reference to the withdrawal request.
7.	*Click* the **Submit** button. These comments will be available when the PLCO reviews the withdrawal request. The items requested for withdrawal are now unavailable, and will remain unavailable unless the request is disapproved.


HELP FEEDBACK EXIT
eTools
Welcome john doe
PCARSS 3.0.3
Home My Work Sales Contacts
Assign UII to Withdrawal
This page allows you to select the UII for the line item(s) you are withdrawing. Check the box next to the applicable UIIs. The number of UIIs selected must match the quantity being withdrawn. UIIs already assigned to requisitions are not available to assign to this request. Quantity withdrawn is 4.
Select UII
Select All
UII
Schedule Reference
Item Number
Description
Status
1 000Y8-0907-0003 0002 TEST SET,FLIGHT CONTROL SYSTEM
2 000Y8-0907-0003 0002 TEST SET,FLIGHT CONTROL SYSTEM
3 000Y8-0907-0003 0002 TEST SET,FLIGHT CONTROL SYSTEM
4 000Y8-0907-0003 0002 TEST SET,FLIGHT CONTROL SYSTEM
5 000Y8-0907-0003 0002 TEST SET,FLIGHT CONTROL SYSTEM
Submit
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.3.32 : Assign UII to Withdrawal page



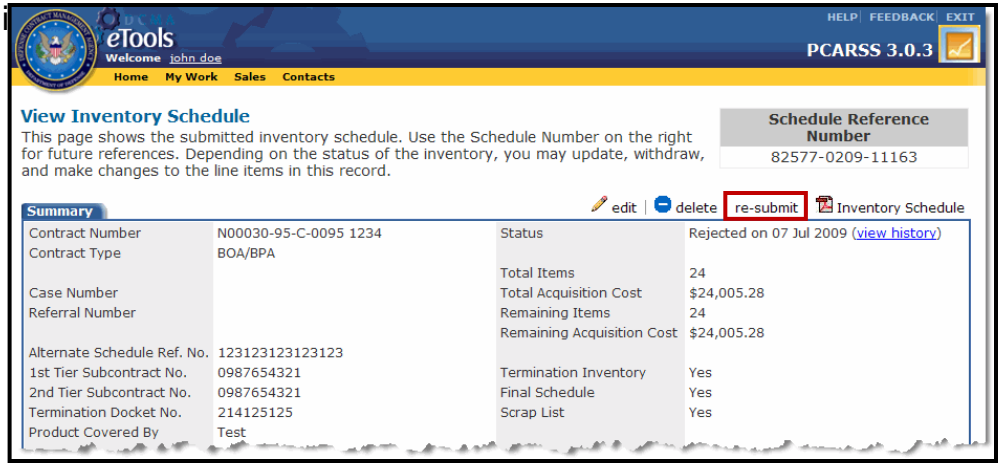
Graphic 3.3.33 : Comments for Withdraw Line Item page

Topic Twelve – Resubmitting an Inventory Schedule

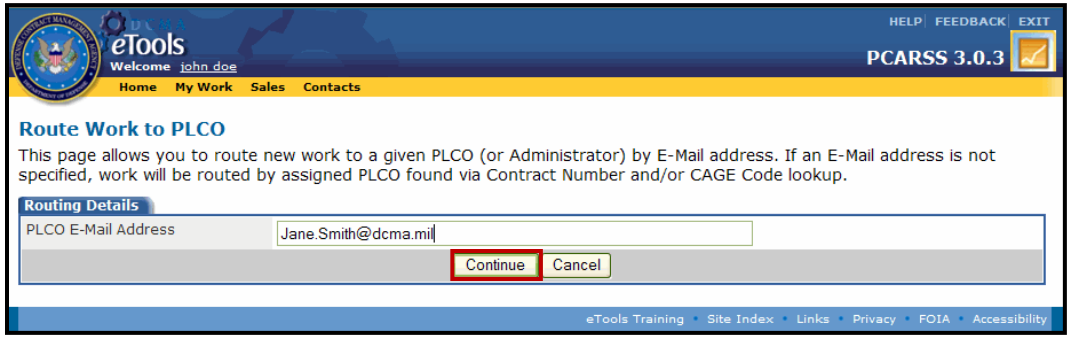
Resubmitting an Inventory Schedule

Contractors, PLCOs, and Administrators can resubmi
rejected inventory schedules.

Resubmitting an Inventory Schedule (Graphics 3.3.34 – 3.3.35)	
1.	*Start* from the **My Work page**.
2.	*Select* the **inventory schedule** you wish to resubmit. The View Inventory Schedule page appears (Graphic 3.3.34).
3.	*Click* the **re-submit** link. The Route Work to PLCO page appears (Graphic 3.3.35).
4.	*Type* the **E-Mail address** of the PLCO or Administrator to whom you wish to route the inventory schedule, or leave the field blank to route to an internal PLCO using CMT.
5.	*Click* the **Continue** button to submit the inventory schedule. The inventory schedule appears in the Inventory Schedules Workload, under the Active tab with Submitted status.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Reference Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
82577-0209-11163
Summary
edit delete re-submit Inventory Schedule
Contract Number N00030-95-C-0095 1234
Contract Type BOA/BPA
Case Number
Referral Number
Alternate Schedule Ref. No. 123123123123123
1st Tier Subcontract No. 0987654321
2nd Tier Subcontract No. 0987654321
Termination Docket No. 214125125
Product Covered By Test
Status Rejected on 07 Jul 2009 (view history)
Total Items 24
Total Acquisition Cost $24,005.28
Remaining Items 24
Remaining Acquisition Cost $24,005.28
Termination Inventory Yes
Final Schedule Yes
Scrap List Yes

Graphic 3.3.34 : View Inventory Schedule page (top)

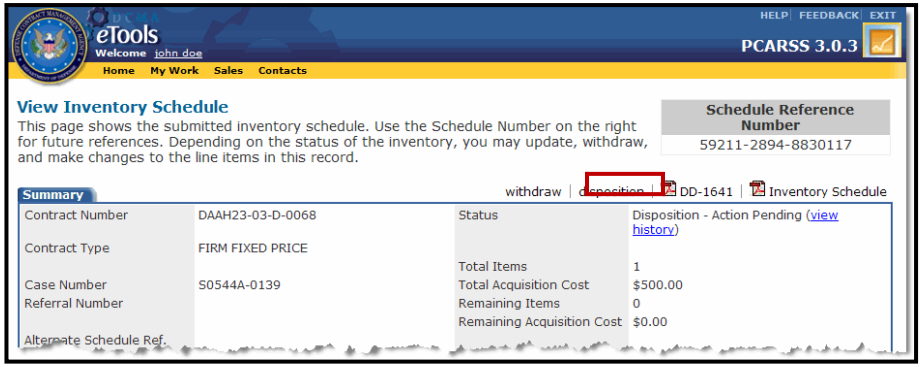

eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Route Work to PLCO
This page allows you to route new work to a given PLCO (or Administrator) by E-Mail address. If an E-Mail address is not specified, work will be routed by assigned PLCO found via Contract Number and/or CAGE Code lookup.
Routing Details
PLCO E-Mail Address
Jane.Smith@dcma.mil
Continue
Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.3.35 : Route Work to PLCO page

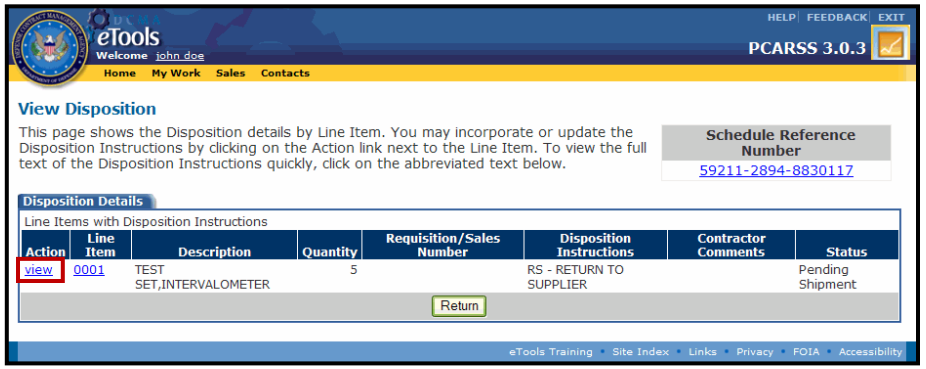
Viewing Disposition Instructions and Shipping Items

Contractors, PLCOs, and Administrators have the ability to ship dispositioned line items. When the PLCO issues a disposition code to an item in the inventory schedule, the schedule gains Disposition - Action Pending status.

Viewing Disposition Instructions and Shipping Items (Graphics 3.3.36 – 3.3.39)	
1.	*Start* from the **Inventory Schedules Workload page**.
2.	*Select* the **desired inventory schedule**. The View Inventory Schedule page appears (Graphic 3.3.36).
3.	*Click* the **disposition** link to view the disposition details. The View Disposition page appears and displays the line items in the inventory schedule that have been issued a disposition code (Graphic 3.3.37). Items that require shipping have the Pending Shipment status and items that do not require shipping have the Shipping Not Required status.
4.	*Click* the **view** link next to an item. The Disposition Instructions page appears (Graphic 3.3.38).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Inventory Schedule
This page shows the submitted inventory schedule. Use the Schedule Number on the right for future references. Depending on the status of the inventory, you may update, withdraw, and make changes to the line items in this record.
Schedule Reference Number
59211-2894-8830117
Summary
withdraw | disposition | DD-1641 | Inventory Schedule
Contract Number DAAH23-03-D-0068
Status Disposition - Action Pending (view history)
Contract Type FIRM FIXED PRICE
Total Items 1
Case Number S0544A-0139
Total Acquisition Cost $500.00
Referral Number
Remaining Items 0
Remaining Acquisition Cost $0.00
Alternate Schedule Ref.

Graphic 3.3.36 : View Disposition page (top)

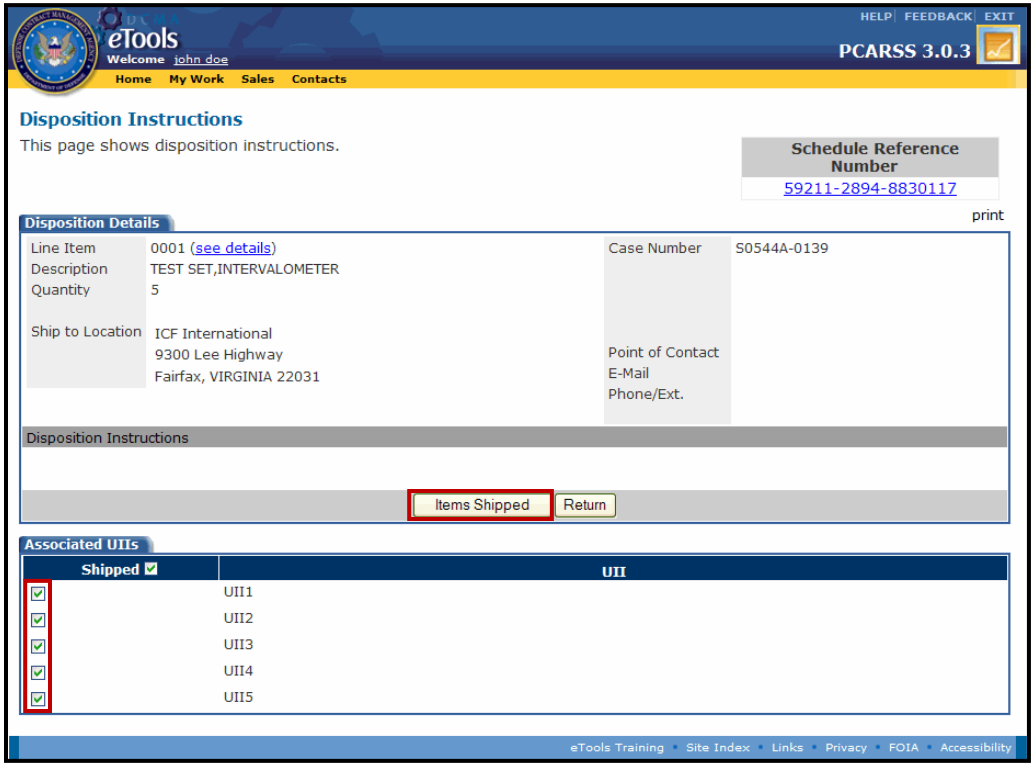

eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Disposition
This page shows the Disposition details by Line Item. You may incorporate or update the Disposition Instructions by clicking on the Action link next to the Line Item. To view the full text of the Disposition Instructions quickly, click on the abbreviated text below.
Schedule Reference Number
59211-2894-8830117
Disposition Details
Line Items with Disposition Instructions
Action
Line Item
Description
Quantity
Requisition/Sales Number
Disposition Instructions
Contractor Comments
Status
view
0001
TEST SET,INTERVALOMETER
5
RS - RETURN TO SUPPLIER
Pending Shipment
Return
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.3.37 : View Disposition page

Topic Thirteen – Viewing Disposition Instructions and Shipping Items

Viewing Disposition Instructions and Shipping Items – Continued

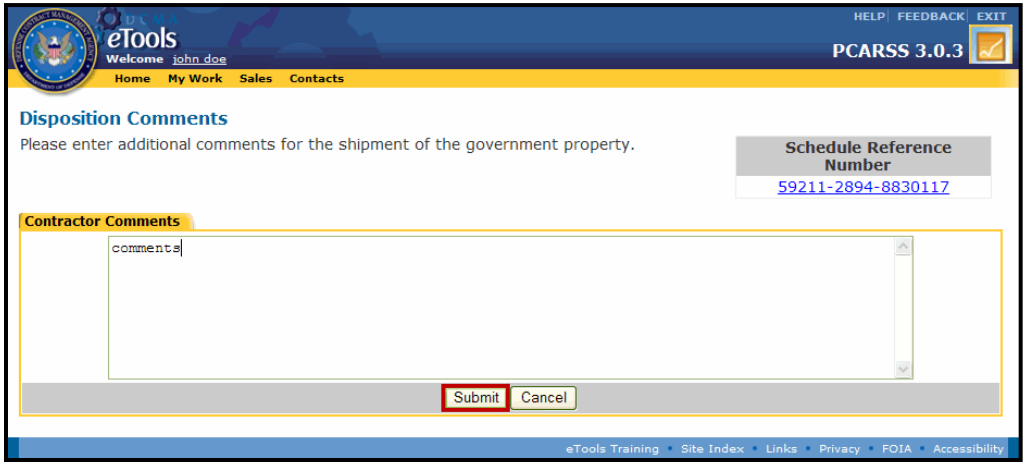
Viewing Disposition Instructions and Shipping Items (Graphics 3.3.36 – 3.3.39)	
5.	*Check* the **boxes** next to the UIIs that will be shipped.
6.	*Click* the **Items Shipped** button. The Disposition Comments page appears (Graphic 3.3.39).



Graphic 3.3.38 : Disposition Instructions page

Viewing Disposition Instructions and Shipping Items – Continued

Viewing Disposition Instructions and Shipping Items (Graphics 3.3.36 – 3.3.39)	
7.	*Type* **comments** regarding the shipment.
8.	*Click* the **Submit** button. The View Disposition page appears and displays the shipped items. If you have shipped only some of the specified UIIs, the status of the disposition is Partially Shipped. Once all the UIIs are shipped, the status of the disposition becomes Shipped - Awaiting PLCO. When the PLCO marks the disposition complete, the status of the disposition becomes Shipped.



Graphic 3.3.39 : Disposition Comments page

Lesson Three – Review

Lesson Three covered the following topics:

Topic One	Managing the Inventory Schedules Workload
Topic Two	Creating an Inventory Schedule
Topic Three	Copying an Existing Inventory Schedule
Topic Four	Submitting a Draft Inventory Schedule
Topic Five	Deleting an Inventory Schedule
Topic Six	Deleting a Line Item
Topic Seven	Viewing Inventory Schedule History
Topic Eight	Editing an Inventory Schedule
Topic Nine	Editing a Line Item
Topic Ten	Requesting Withdrawal of an Inventory Schedule
Topic Eleven	Requesting Withdrawal of a Line Item
Topic Twelve	Resubmitting an Inventory Schedule
Topic Thirteen	Viewing Disposition Instructions and Shipping Items

Lesson Four

Sales

Lesson Four – Topics

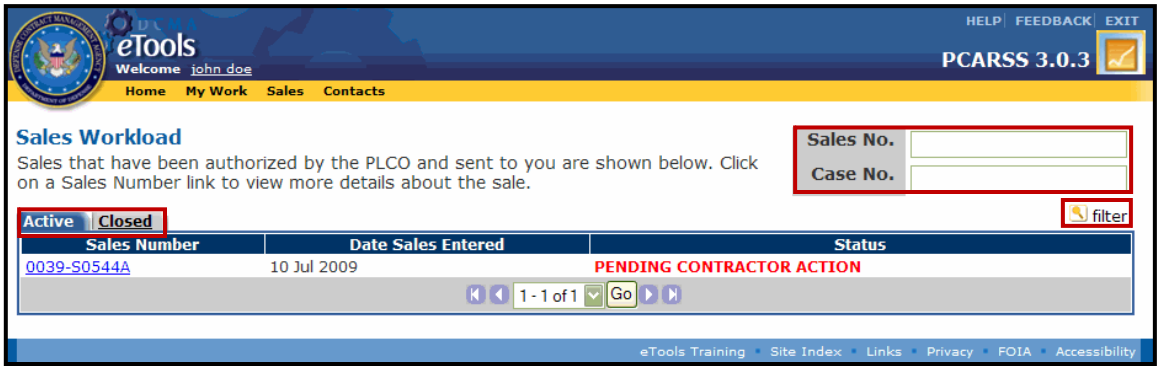
Lesson Four Topics

Topic One	Managing the Sales Workload
Topic Two	Managing Sales Lots
Topic Three	Searching for Existing Bidders
Topic Four	Creating a New Bidder
Topic Five	Entering Bids
Topic Six	Viewing the Bid Summary
Topic Seven	Collecting Proceeds

Topic One – Managing the Sales Workload

Managing the Sales Workload

Contractors can view the Sales Workload by clicking either the **Sales** link on the menu bar or **Sales Submitted** link on the Home Page. The Sales Workload has two tabs: Active and Closed. The Active tab appears by default and displays sales assigned to you, sales on the inventory in your workload, and the sales for your assigned CAGE(s).



Graphic 3.4.1 : Sales Workload page, Active tab

Managing the Sales Workload (Graphic 3.4.1)	
1.	*Select* the **Active tab**. Displays sales assigned to you, sales on the inventory in your workload, and the sales for your assigned CAGE(s) (Graphic 3.4.1).
2.	*Select* the **Closed tab**. Displays your closed sales.

To search for a sale within the workload, *type* the sale and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the sales that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Sale No. and Case No. boxes and click the **filter** link.

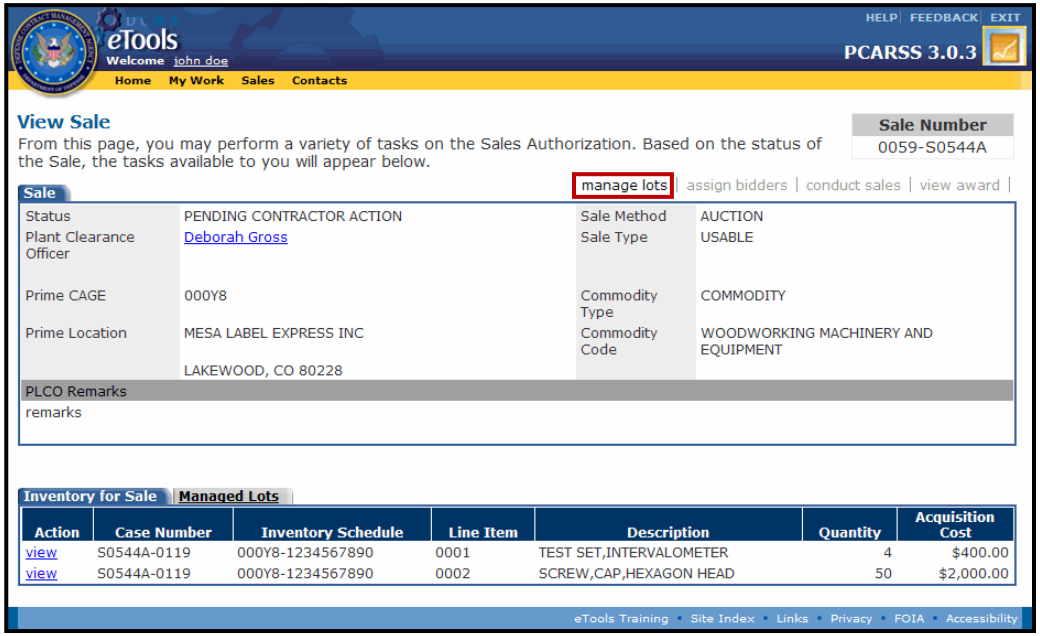
The workload tabs now display all of your inventory schedules.

Topic Two – Managing Sales Lots

Managing Sales Lots

A lot is a group of line items that will be sold as a bundle for a price. Creating sales lots is the first step in the sales process.

Managing Sales Lots (Graphics 3.4.2 – 3.4.4)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** that is pending action. The View Sale page appears (Graphic 3.4.2).
3.	*Click* the **manage lots** link. The Manage Lots page appears (Graphic 3.4.3).

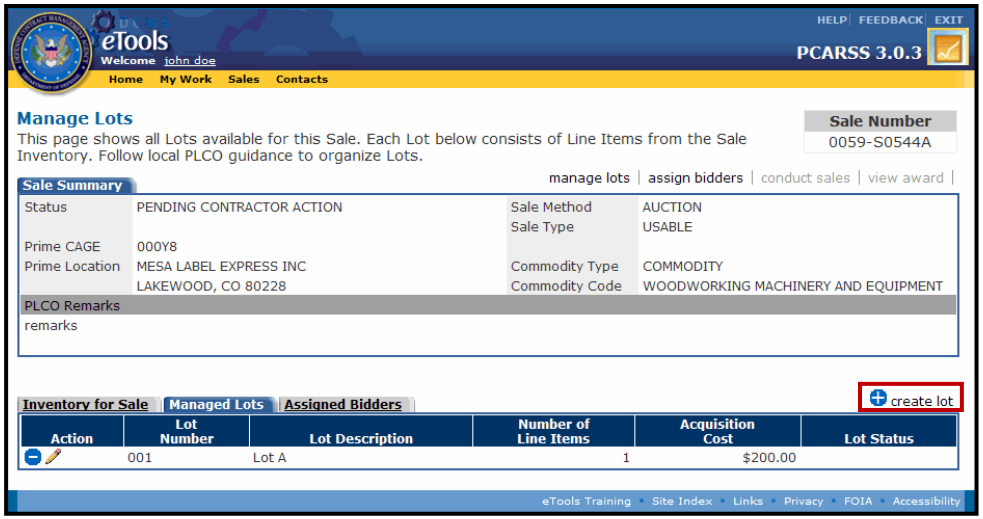


Graphic 3.4.2 : View Sale page

Topic Two – Managing Sales Lots

Managing Sales Lots – Continued

Managing Sales Lots (Graphics 3.4.2 – 3.4.4)	
4.	*Click* the **create lot** link. The Create/Update Lot page appears (Graphic 3.4.4).
5.	*Type* a **description** in the Lot Description box.
6.	*Check* the **boxes** next to the items you wish to include in the lot. The Allocated box automatically displays the full available quantity for that item.
7.	*Modify* the **quantity** of each item you wish to include if necessary.
8.	*Click* the **Submit** button. **Note**: You may repeat these steps until you have no items left to assign to lots.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Manage Lots
This page shows all Lots available for this Sale. Each Lot below consists of Line Items from the Sale Inventory. Follow local PLCO guidance to organize Lots.
Sale Number
0059-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status PENDING CONTRACTOR ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders
create lot
Action | Lot Number | Lot Description | Number of Line Items | Acquisition Cost | Lot Status
001 Lot A 1 $200.00
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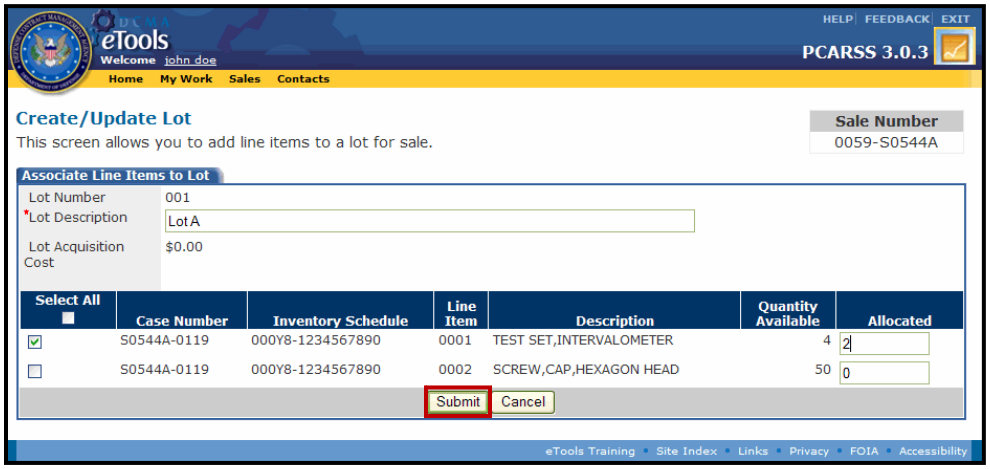
Graphic 3.4.3 : Manage Lots page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Create/Update Lot
This screen allows you to add line items to a lot for sale.
Sale Number
0059-S0544A
Associate Line Items to Lot
Lot Number 001
*Lot Description Lot A
Lot Acquisition Cost $0.00
Select All
Case Number | Inventory Schedule | Line Item | Description | Quantity Available | Allocated
S0544A-0119 000Y8-1234567890 0001 TEST SET,INTERVALOMETER 4 2
S0544A-0119 000Y8-1234567890 0002 SCREW,CAP,HEXAGON HEAD 50 0
Submit Cancel
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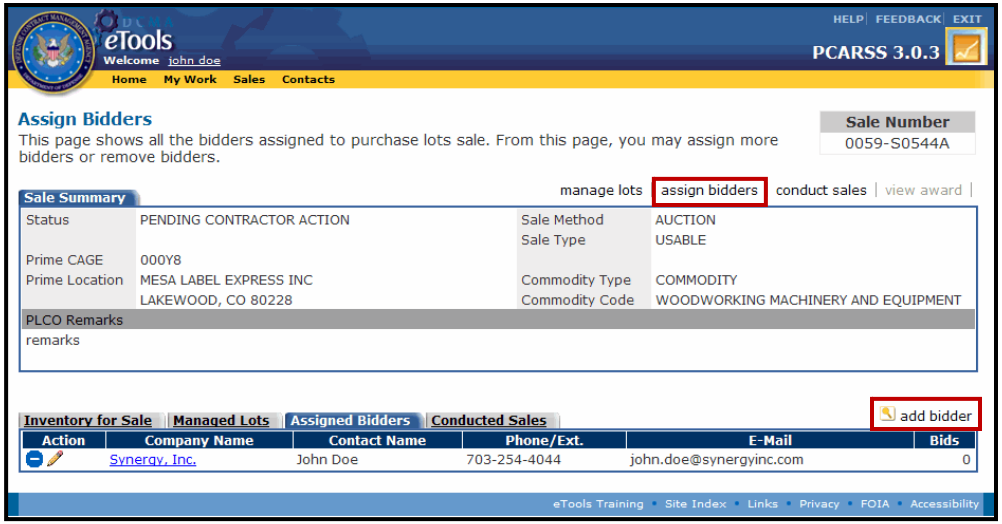
Graphic 3.4.4 : Create/Update Lot page

Topic Three – Searching for Existing Bidders

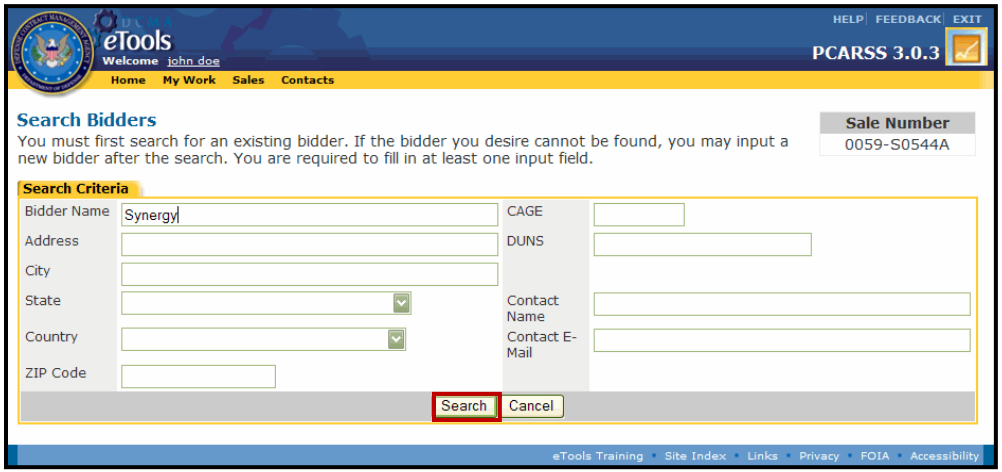
Searching for Existing Bidders

Once you have created one or more lots for the sale, the assign bidders link appears at the top of the page. The Assign Bidders page lists the bidders assigned to purchase the lots on the sale and appears by default on the Assign Bidders page.

Searching for Existing Bidders (Graphics 3.4.5 – 3.4.7)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** that is pending action. The View Sale page appears.
3.	*Click* the **assign bidders** link. The Assign Bidders page appears (Graphic 3.4.5).
4.	*Click* the **add bidder** link. The Search Bidders page appears (Graphic 3.4.6).
5.	*Type* **search criteria** in at least one field.
6.	*Click* the **Search** button. The Bidder Search Results page appears (Graphic 3.4.7).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Assign Bidders
This page shows all the bidders assigned to purchase lots sale. From this page, you may assign more bidders or remove bidders.
Sale Number
0059-S0544A
Sale Summary
manage lots assign bidders conduct sales view award
Status PENDING CONTRACTOR ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale Managed Lots Assigned Bidders Conducted Sales
add bidder
Action Company Name Contact Name Phone/Ext. E-Mail Bids
Synergy, Inc. John Doe 703-254-4044 john.doe@synergyinc.com 0
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.4.5 : Assign Bidders page

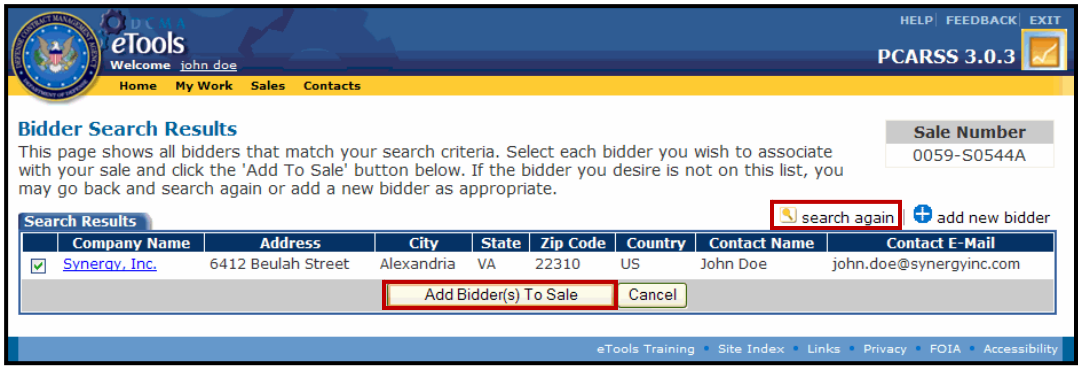


Graphic 3.4.6 : Search Bidders page

Topic Three – Searching for Existing Bidders

Searching for Existing Bidders

Searching for Existing Bidders (Graphics 3.4.5 – 3.4.7)	
7.	*Check* the **box** next to bidders' names to add them to the sale.
8.	*Click* the **Add Bidder(s) to Sale** button. The Assign Bidders page appears and lists the bidders assigned to purchase the lots on the sale.
To search for bidders again, *click* the **search again** link.	



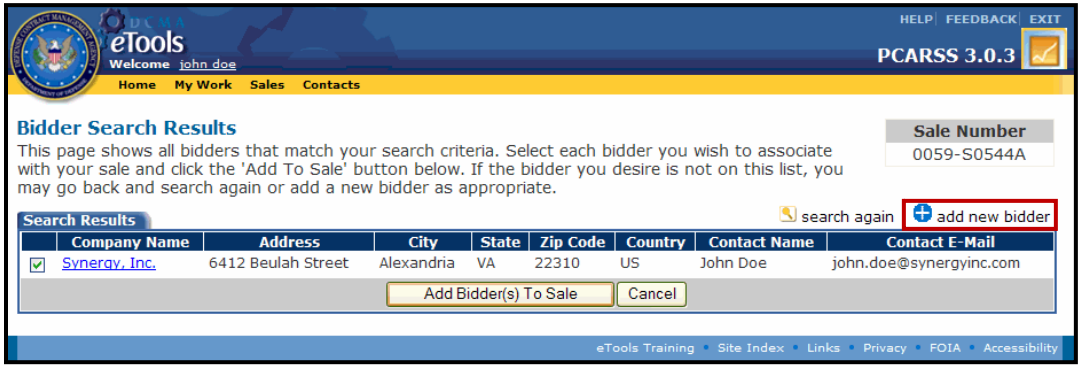
Graphic 3.4.7 : Bidder Search Results page

Topic Four – Creating a New Bidder

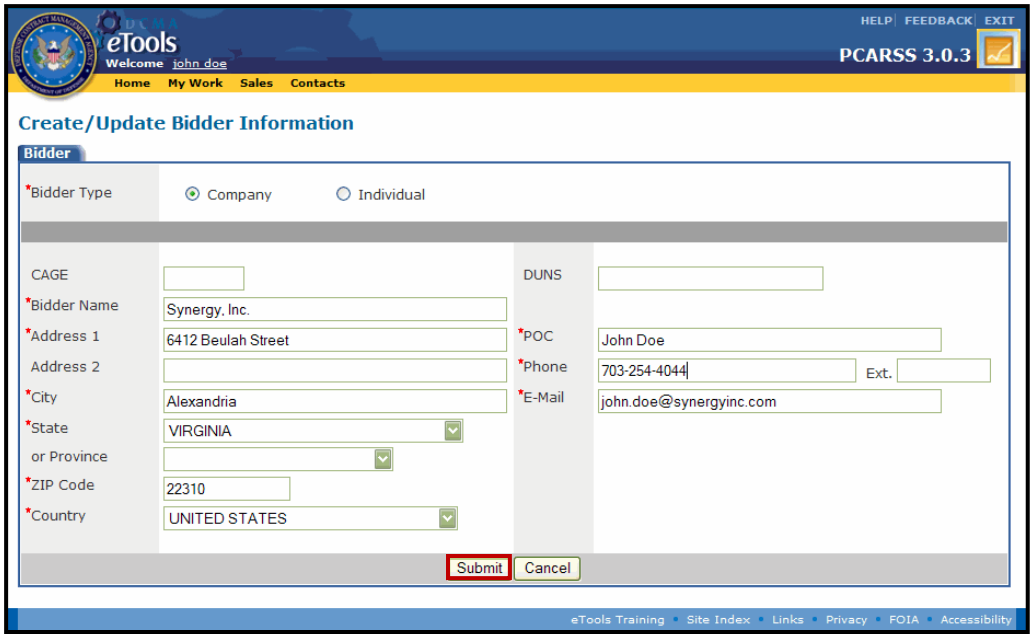
Creating a New Bidder

If you can't find your desired bidder in the search results, you can create a new bidder.

Creating a New Bidder (Graphics 3.4.8 – 3.4.9)	
1.	*Start* from the **Bidder Search Results page** (Graphic 3.4.8).
2.	*Click* the **add new bidder** link. The Create/Update Bidder Information page appears (Graphic 3.4.9).
3.	*Type* the **bidder details**.
4.	*Click* the **Submit** button. The bidder is not yet added to the sale, however it has been added to the database and will be available to search for and add.
5.	*Perform* the steps for **Searching for Existing Bidders**.



Graphic 3.4.8 : Bidder Search Results page



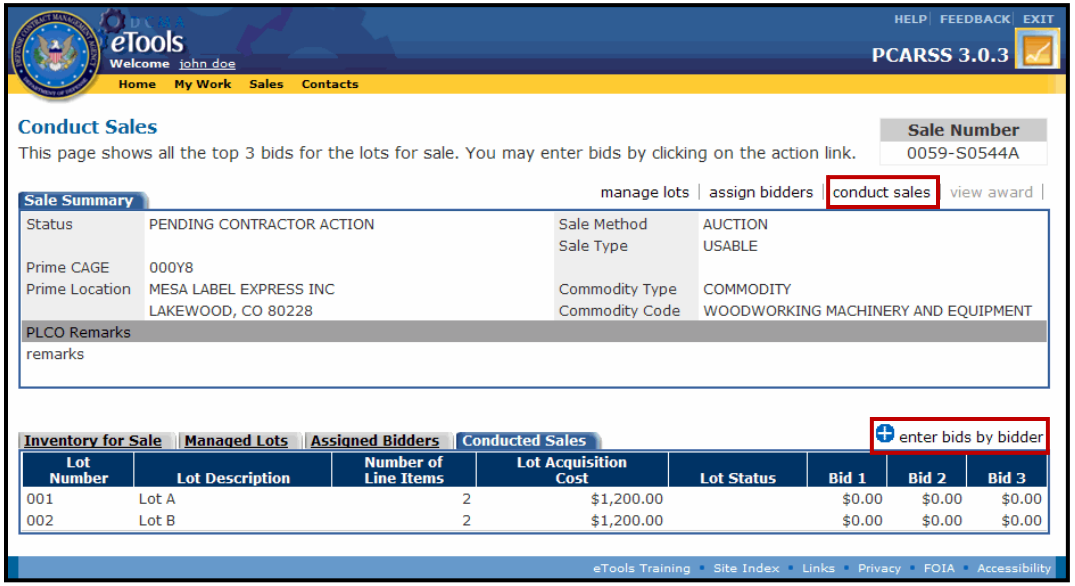
Graphic 3.4.9 : Create/Update Bidder Information page

Topic Five – Entering Bids

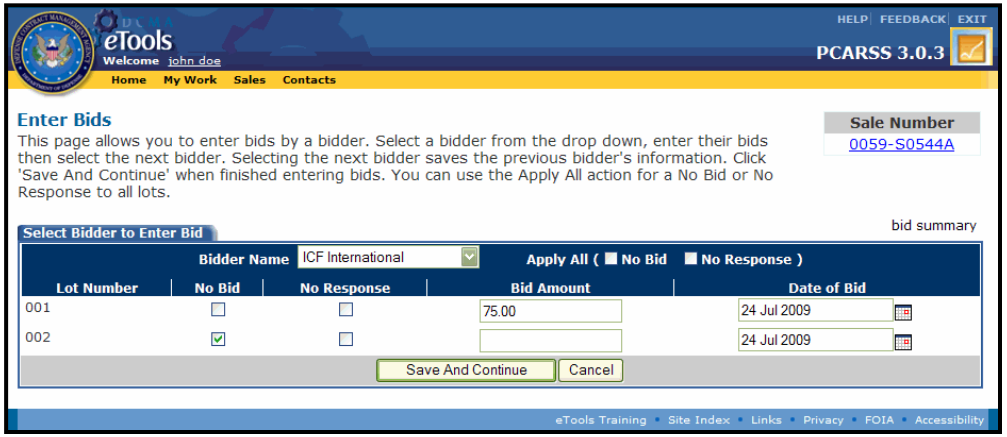
Entering Bids

Once you have assigned one or more bidders to the sale, the **conduct sales** link appears at the top of the page. Clicking the **conduct sales** link will allow you enter bids on the sales lots.

Entering Bids (Graphics 3.4.10 – 3.4.13)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a sale that is pending action. The View Sale page appears.
3.	*Click* the **conduct sales** link. The Conduct Sales page appears (Graphic 3.4.10).
4.	*Click* the **enter bids by bidder** link. The Enter Bids page appears (Graphic 3.4.11).


eTools
Welcome john doe
Home My Work Sales Contacts
HELP FEEDBACK EXIT
PCARSS 3.0.3
Conduct Sales
This page shows all the top 3 bids for the lots for sale. You may enter bids by clicking on the action link.
Sale Number
0059-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status PENDING CONTRACTOR ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales
enter bids by bidder
Lot Number | Lot Description | Number of Line Items | Lot Acquisition Cost | Lot Status | Bid 1 | Bid 2 | Bid 3
001 | Lot A | 2 | $1,200.00 | | $0.00 | $0.00 | $0.00
002 | Lot B | 2 | $1,200.00 | | $0.00 | $0.00 | $0.00
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.4.10 : Conduct Sales page

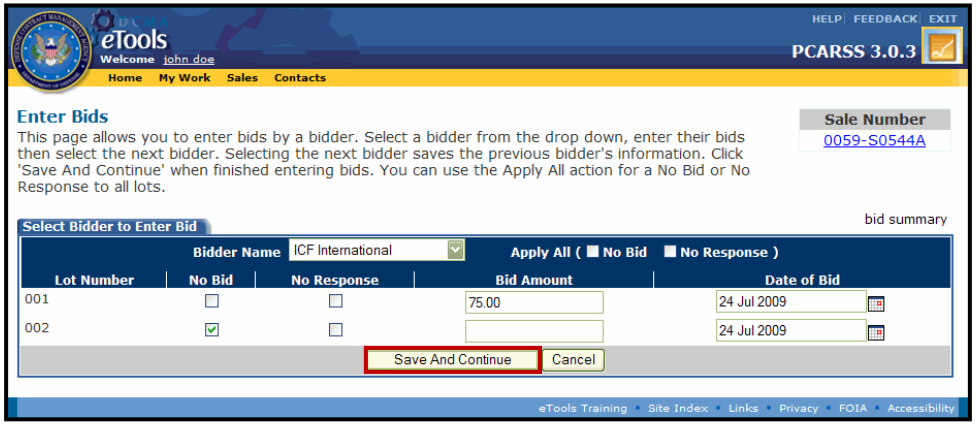

eTools
Welcome john doe
Home My Work Sales Contacts
HELP FEEDBACK EXIT
PCARSS 3.0.3
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0059-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name ICF International
Apply All (No Bid No Response)
Lot Number | No Bid | No Response | Bid Amount | Date of Bid
001 | 75.00 | 24 Jul 2009
002 | 24 Jul 2009
Save And Continue Cancel
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.4.11 : Enter Bids page

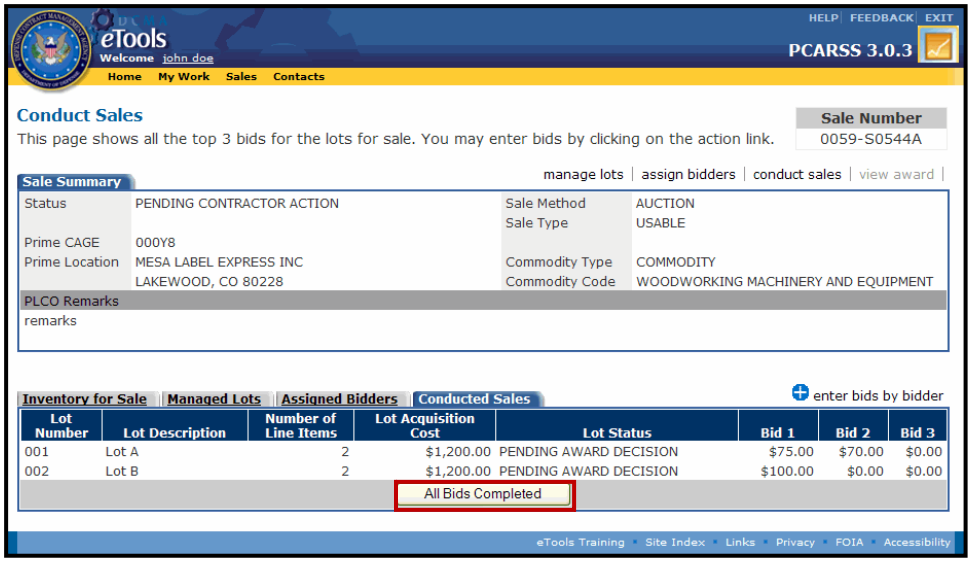
Topic Five – Entering Bids

Entering Bids – Continued

Entering Bids (Graphics 3.4.10 – 3.4.13)	
5.	*Select* a **bidder** from the Bidder Name drop-down list.
6.	*Check* the **box** for either No Bid or No Response or *type* the amount of the bidder's bid.
7.	*Select* a **date** if you typed a bid amount or selected the No Bid option.
8.	*Repeat* **Steps 5-7** for each bidder.
9.	*Click* the **Save and Continue** button to save your changes. The Conduct Sales page appears (Graphic 3.4.13). Note: Once all the bidders have either a bid, no bid, or no response selected for each lot, the All Bids Completed button appears on the Conduct Sales page.
10.	*Click* the **All Bids Completed** button. Once you click the All Bids Completed button, the sale's status will change to All Bids Complete and you will no longer be able to modify lots, bidders, or bid amounts.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0059-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name ICF International
Apply All (No Bid No Response)
Lot Number
No Bid
No Response
Bid Amount
Date of Bid
001
75.00
24 Jul 2009
002
24 Jul 2009
Save And Continue
Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.4.12 : Enter Bids page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Conduct Sales
This page shows all the top 3 bids for the lots for sale. You may enter bids by clicking on the action link.
Sale Number
0059-S0544A
manage lots | assign bidders | conduct sales | view award |
Sale Summary
Status PENDING CONTRACTOR ACTION
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale Managed Lots Assigned Bidders Conducted Sales
enter bids by bidder
Lot Number
Lot Description
Number of Line Items
Lot Acquisition Cost
Lot Status
Bid 1
Bid 2
Bid 3
001 Lot A 2 $1,200.00 PENDING AWARD DECISION $75.00 $70.00 $0.00
002 Lot B 2 $1,200.00 PENDING AWARD DECISION $100.00 $0.00 $0.00
All Bids Completed
eTools Training Site Index Links Privacy FOIA Accessibility

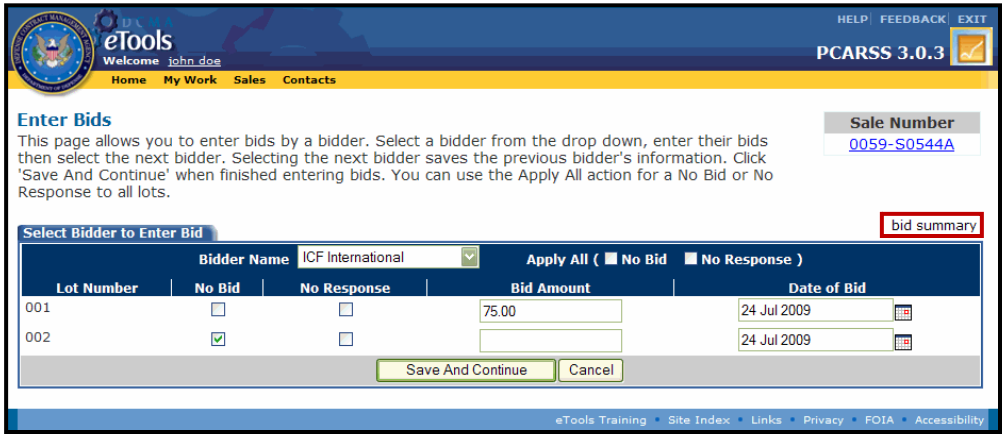
Graphic 3.4.13 : Conduct Sales page

Topic Six – Viewing the Bid Summary

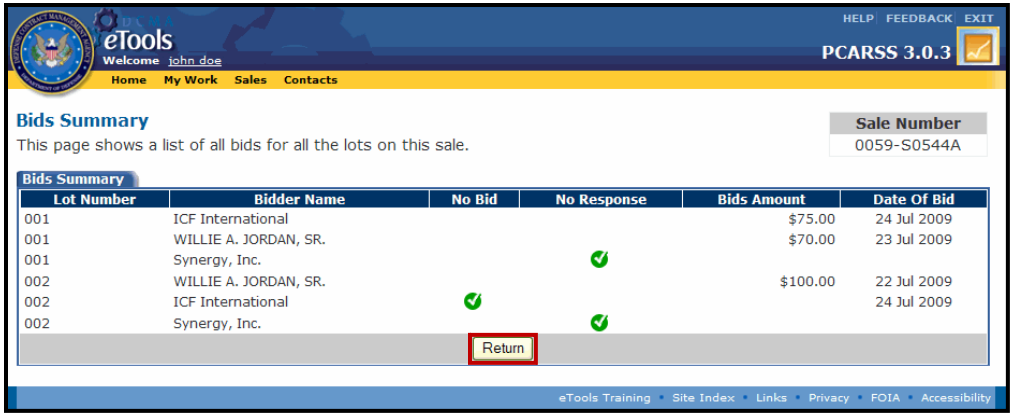
Viewing the Bid Summary

At any time during or after the bid entry process, you may view a summary of the bids already entered. The bid summary link appears on the Enter Bids page during the bid entry process, but is moved to the Conduct Sales page once all bids are complete.

Viewing the Bid Summary (Graphics 3.4.14 – 3.4.15)	
1.	*Start* from the **View Sale page**.
2.	*Select* the **conduct sales** link. If the **conduct sales** link is grayed out because all bids are complete, select the **Conduct Sales tab**. The Conduct Sales page appears.
3.	*Click* the **bid summary** link. This link is displayed on the Conduct Sales page only after all bids are complete. Otherwise, *click* the **enter bids by bidder** link. The Enter Bids page appears (Graphic 3.4.14).
4.	*Click* the **bid summary** link. Each lot and bidder, along with their bid amount and date of bid appears (Graphic 3.4.15).


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Enter Bids
This page allows you to enter bids by a bidder. Select a bidder from the drop down, enter their bids then select the next bidder. Selecting the next bidder saves the previous bidder's information. Click 'Save And Continue' when finished entering bids. You can use the Apply All action for a No Bid or No Response to all lots.
Sale Number
0059-S0544A
bid summary
Select Bidder to Enter Bid
Bidder Name ICF International
Apply All (No Bid No Response)
Lot Number No Bid No Response Bid Amount Date of Bid
001 75.00 24 Jul 2009
002 24 Jul 2009
Save And Continue Cancel
eTools Training Site Index Links Privacy FOIA Accessibility

Graphic 3.4.14 : Enter Bids page


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Bids Summary
This page shows a list of all bids for all the lots on this sale.
Sale Number
0059-S0544A
Bids Summary
Lot Number Bidder Name No Bid No Response Bids Amount Date Of Bid
001 ICF International $75.00 24 Jul 2009
001 WILLIE A. JORDAN, SR. $70.00 23 Jul 2009
001 Synergy, Inc.
002 WILLIE A. JORDAN, SR. $100.00 22 Jul 2009
002 ICF International 24 Jul 2009
002 Synergy, Inc.
Return
eTools Training Site Index Links Privacy FOIA Accessibility

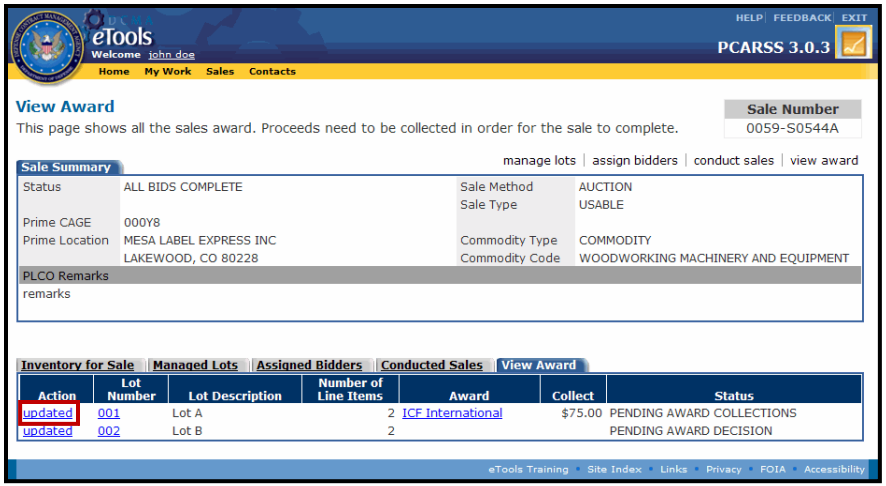
Graphic 3.4.15 : Bids Summary page

Topic Seven – Collecting Proceeds

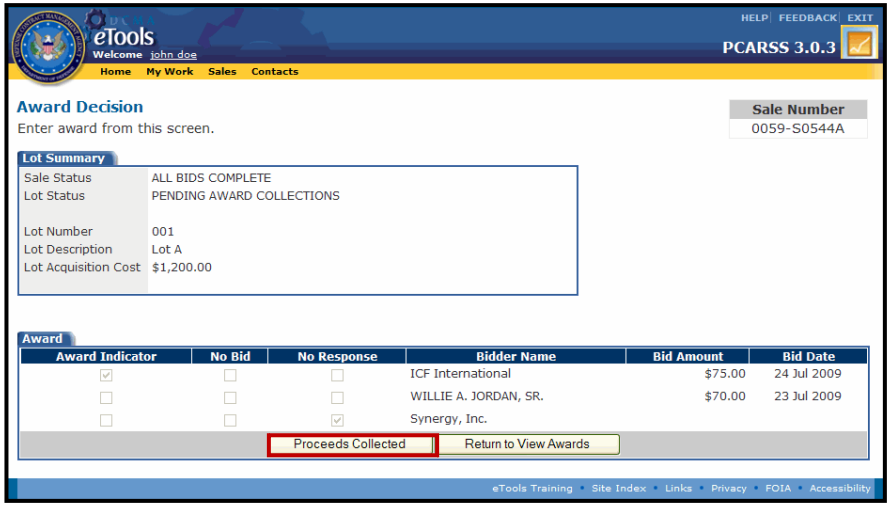
Collecting Proceeds

While the Contractor is able to conduct the sale, he or she cannot award the sale. Sales are awarded by the PLCO or Administrator conducting the sale.

Collecting Proceeds (Graphics 3.4.16 – 3.4.17)	
1.	*Start* from the **Sales Workload page**.
2.	*Select* a **sale** with Awarded status. The View Award page appears (Graphic 3.4.16).
3.	*Click* the **updated** link next to a lot with the Pending Award Collections status. The Award Decision page appears (Graphic 3.4.17).
4.	*Click* the **Proceeds Collected** button. The View Award page appears and the status of the lot is now Awarded Proceeds Collected.


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
View Award
This page shows all the sales award. Proceeds need to be collected in order for the sale to complete.
Sale Number
0059-S0544A
manage lots | assign bidders | conduct sales | view award
Sale Summary
Status ALL BIDS COMPLETE
Sale Method AUCTION
Sale Type USABLE
Prime CAGE 000Y8
Prime Location MESA LABEL EXPRESS INC
LAKEWOOD, CO 80228
Commodity Type COMMODITY
Commodity Code WOODWORKING MACHINERY AND EQUIPMENT
PLCO Remarks
remarks
Inventory for Sale | Managed Lots | Assigned Bidders | Conducted Sales | View Award
Action | Lot Number | Lot Description | Number of Line Items | Award | Collect | Status
updated | 001 | Lot A | 2 | ICF International | $75.00 | PENDING AWARD COLLECTIONS
updated | 002 | Lot B | 2 | | | PENDING AWARD DECISION
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.4.16 : Collecting Proceeds


eTools
Welcome john doe
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home My Work Sales Contacts
Award Decision
Enter award from this screen.
Sale Number
0059-S0544A
Lot Summary
Sale Status ALL BIDS COMPLETE
Lot Status PENDING AWARD COLLECTIONS
Lot Number 001
Lot Description Lot A
Lot Acquisition Cost $1,200.00
Award
Award Indicator | No Bid | No Response | Bidder Name | Bid Amount | Bid Date
ICF International $75.00 24 Jul 2009
WILLIE A. JORDAN, SR. $70.00 23 Jul 2009
Synergy, Inc.
Proceeds Collected
Return to View Awards
eTools Training • Site Index • Links • Privacy • FOIA • Accessibility

Graphic 3.4.17 : Award Decision page

Lesson Four – Review

Lesson Four covered the following topics:

Topic One	Managing the Sales Workload
Topic Two	Managing Sales Lots
Topic Three	Searching for Existing Bidders
Topic Four	Creating a New Bidder
Topic Five	Entering Bids
Topic Six	Viewing the Bid Summary
Topic Seven	Collecting Proceeds

Module Three – Review

Module Three covered the following lessons:

Lesson One	Common Tasks
Lesson Two	Contacts
Lesson Three	Inventory Schedules
Lesson Four	Sales

Module Four

Screener Role

Module Four – Lessons

Module Four Lessons

Lesson One	Common Tasks
Lesson Two	Requisitions
Lesson Three	Alerts

Lesson One

Screener Common Tasks

Lesson One – Topic

Lesson One Topic

Topic One	Viewing the Property Screener Home Page
Topic Two	Viewing the Property Read-only Screener Home Page

Topic One – Viewing the Property Screener Home Page

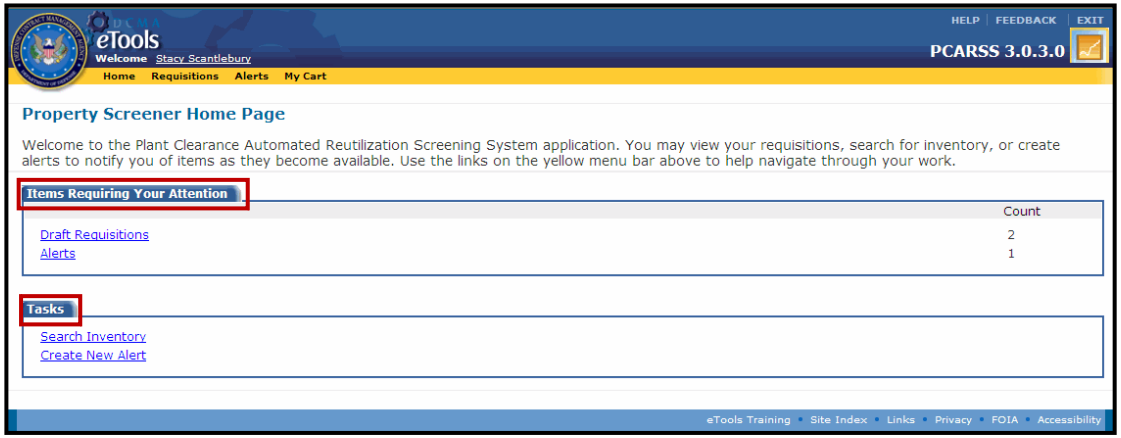
Viewing the Property Screener Home Page

The Property Screener Home Page appears when you log into the PCARSS application through IWAM or EWAM as a Screener (Graphic 4.1.1).

The following tabs appear on the PLCO Home Page:

- **Items Requiring your Attention** - Items requiring your immediate attention appear under this tab. The number next to a category is the number of items requiring your attention in that category, and the count is updated based on your workloads. PCARSS will not display categories with a count of zero, and if all categories have a count of zero, this tab will not appear at all.

- **Tasks** - The links under this tab allow you to perform different tasks.


HELP | FEEDBACK | EXIT
eTools
Welcome Stacy Scantlebury
PCARSS 3.0.3.0
Home Requisitions Alerts My Cart
Property Screener Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may view your requisitions, search for inventory, or create alerts to notify you of items as they become available. Use the links on the yellow menu bar above to help navigate through your work.
Items Requiring Your Attention
Count
Draft Requisitions 2
Alerts 1
Tasks
Search Inventory
Create New Alert
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Graphic 4.1.1 : Screener Home Page

Topic Two – Viewing the Read-only Screener Home Page

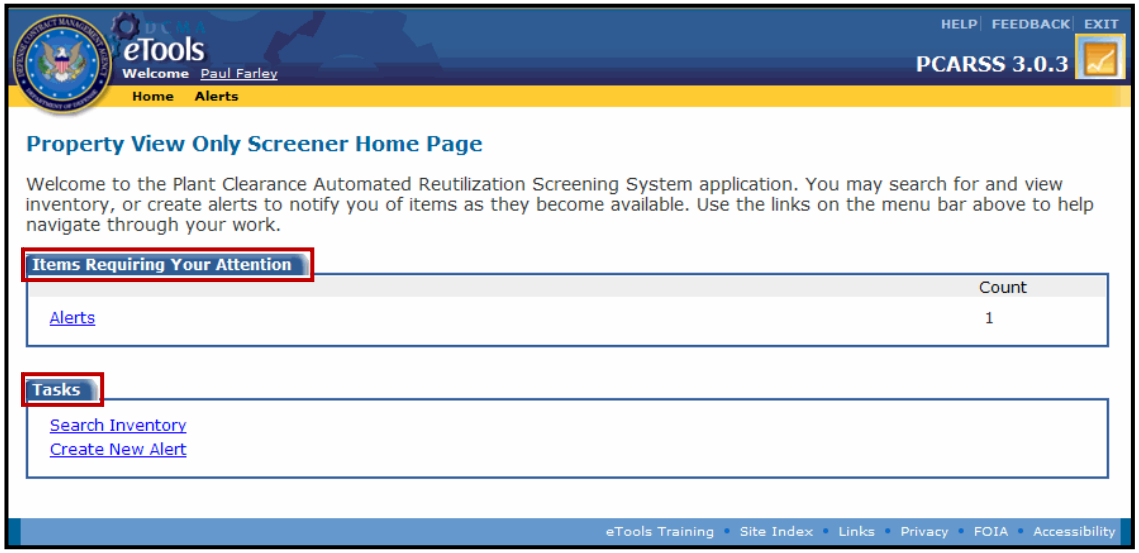
Viewing the Read-only Screener Home Page

The Property View Only Screener Home Page appears when you log into the PCARSS application through IWAM or EWAM as a Read-only Screener (Graphic 4.1.2).

The following tabs appear on the Property View Only Screener Home Page:

- **Items Requiring your Attention** - Items requiring your immediate attention appear under this tab. The number next to a category is the number of items requiring your attention in that category, and the count is updated based on your workloads. PCARSS will not display categories with a count of zero, and if all categories have a count of zero, this tab will not appear at all.

- **Tasks** - The links under this tab allow you to perform different tasks.


HELP FEEDBACK EXIT
eTools
Welcome Paul Farley
PCARSS 3.0.3
Home Alerts
Property View Only Screener Home Page
Welcome to the Plant Clearance Automated Reutilization Screening System application. You may search for and view inventory, or create alerts to notify you of items as they become available. Use the links on the menu bar above to help navigate through your work.
Items Requiring Your Attention
Count
Alerts
1
Tasks
Search Inventory
Create New Alert
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Graphic 4.1.2 : Property View Only Screener Home Page

Lesson One – Review

Lesson One covered the following topic:

Topic One	Viewing the Property Screener Home Page
Topic Two	Viewing the Property Read-only Screener Home Page

Lesson Two

Requisitions

Lesson Two – Topics

Lesson Two Topics

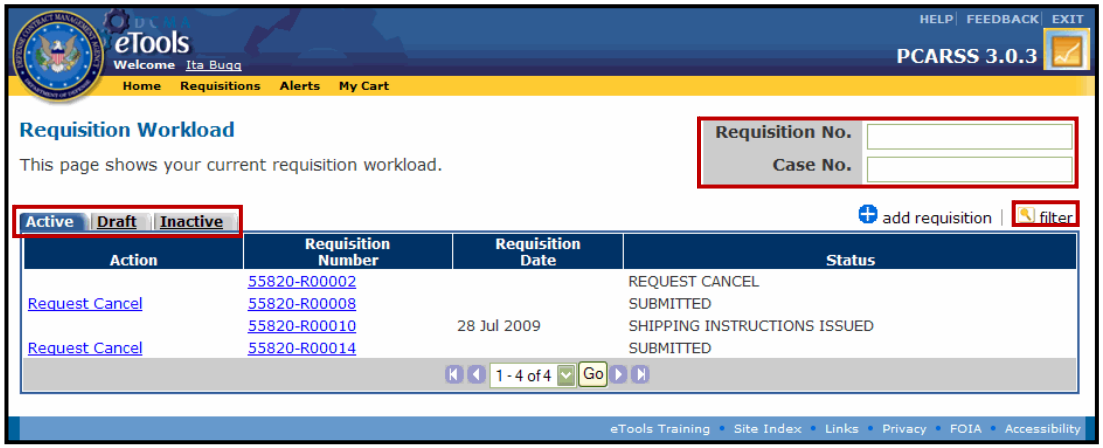
Topic One	Managing the Requisition Workload
Topic Two	Searching Inventory for Requisition
Topic Three	Viewing the Cart
Topic Four	Creating a Requisition
Topic Five	Editing a Requisition
Topic Six	Requesting Cancellation of a Requisition
Topic Seven	Resubmitting a Requisition

Topic One – Managing the Requisition Workload

Managing the Requisition Workload

Screeners can view their Requisition Workload by clicking the Requisitions link on the menu bar. Read-only Screeners do not have a Requisition Workload.

Managing the Requisition Workload (Graphics 4.2.1)	
1.	*Select* the **Active tab**. Displays the requisitions you have submitted (Graphic 4.2.1).
2.	*Select* the **Draft tab**. Displays the requisitions you have created and saved but not yet submitted.
3.	*Select* the **Inactive tab**. Displays the requisitions you have submitted that have been cancelled, rejected, or shipped.



Graphic 4.2.1 : Requisition Workload page, Active tab

To search for a requisition within the workload, *type* the requisition number and/or case number in the corresponding search boxes at the top right corner of the page. You may search on full or partial numbers. Then click the **filter** link.

All tabs in the workload now display only the requisitions that match the search criteria you entered and all the rest are filtered out.

To clear a search and display the full workload, *remove* the search criteria from the Requisition No. and Case No. boxes and click the **filter** link.

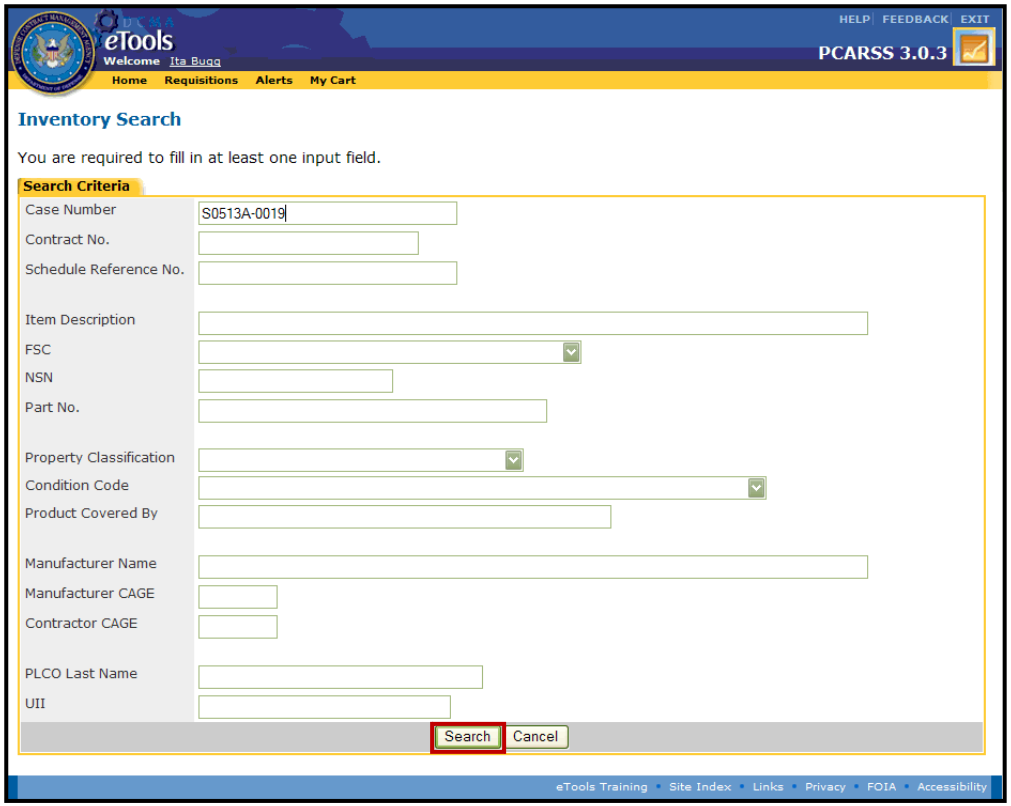
The workload tabs now display all of your requisitions.

Topic Two – Searching Inventory for Requisition

Searching Inventory for Requisition

For the Screener, the Inventory Search page appears when you click the Search Inventory link on the Hom page or the **add requisition** link on the Requisition Workload page. For the Read-only Screener, the Inventory Search page appears when you click the Search Inventory link on the Home Page.

Searching Inventory for Requisition (Graphics 4.2.2 – 4.2.3)	
1.	*Start* from the **Inventory Search page** (Graphic 4.2.2).
2.	*Type* **search criteria** in at least one of the search fields to find the desired inventory.
3.	*Click* the **Search** button. The Inventory Search Results page appears (Graphic 4.2.3). Items with the screener rule 999 – No Screening are excluded from the search results for the Screener.

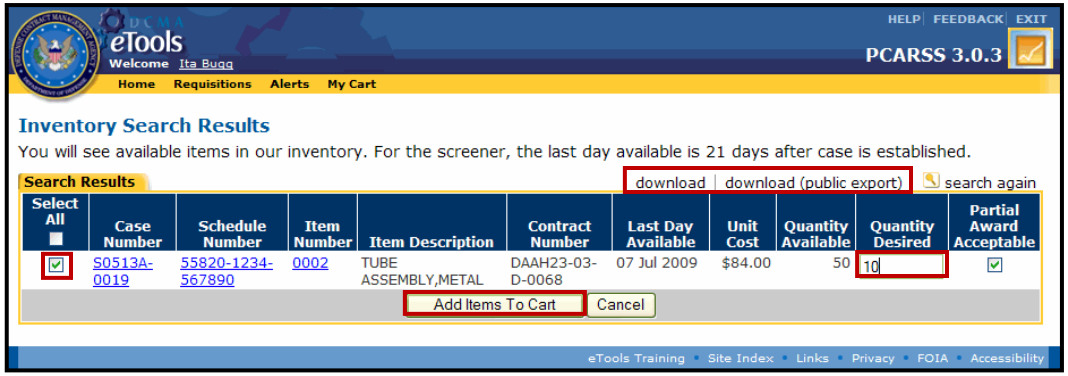


Graphic 4.2.2 : Inventory Search page

Topic Two – Searching Inventory for Requisition

Searching Inventory for Requisition – Continued

Searching Inventory for Requisition (Graphics 4.2.2 – 4.2.3)	
4.	To *download* the results in a Microsoft Excel spreadsheet, *click* the **download** or **download (public export)** links.
5.	*Click* the **checkbox** next to the item to select that item for your cart. The Quantity Desired box will automatically display the full available quantity for that item.
6.	*Reduce* the **quantity desired** if necessary. You cannot exceed the quantity available.
7.	*Click* the **Add Items to Cart** button. **Note**: You can modify the quantity desired and add to the cart from the case, inventory schedule, or item levels by clicking the links on the case number, schedule number, or item number, respectively.



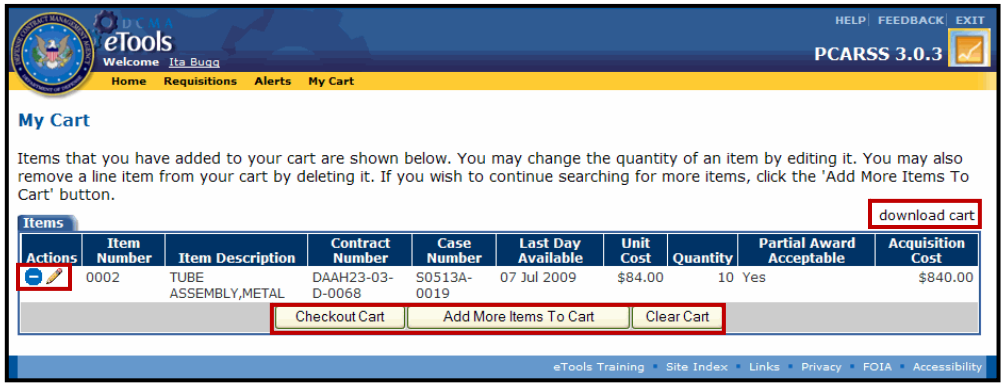
Graphic 4.2.3 : Inventory Search Results page

Topic Three – Viewing the Cart

Viewing the Cart

Your cart holds all of the items you have selected for requisition that have not yet been checked out. Each time you add items to your cart, the My Cart page will appear and you will see the contents of your cart. You may also view the contents currently in your cart by clicking the **My Cart** link on the menu bar. When you check out the cart, you will use the same requisition details for all of the items in the cart.

Viewing the Cart (Graphic 4.2.4)
Click the icon to change the quantity desired or whether or not a partial quantity is acceptable.
Click the icon to delete an item from the cart.
Click the **download cart** link to download a list of the items in your cart in a Microsoft Excel spreadsheet.
Click the **Checkout Cart** button to check out the items in your cart.
Click the **Add More Items to Cart** button to add more items to your cart.
Click the **Clear Cart** link to remove all the items from your cart. Note: If you sign out of PCARSS without creating a requisition, items will not



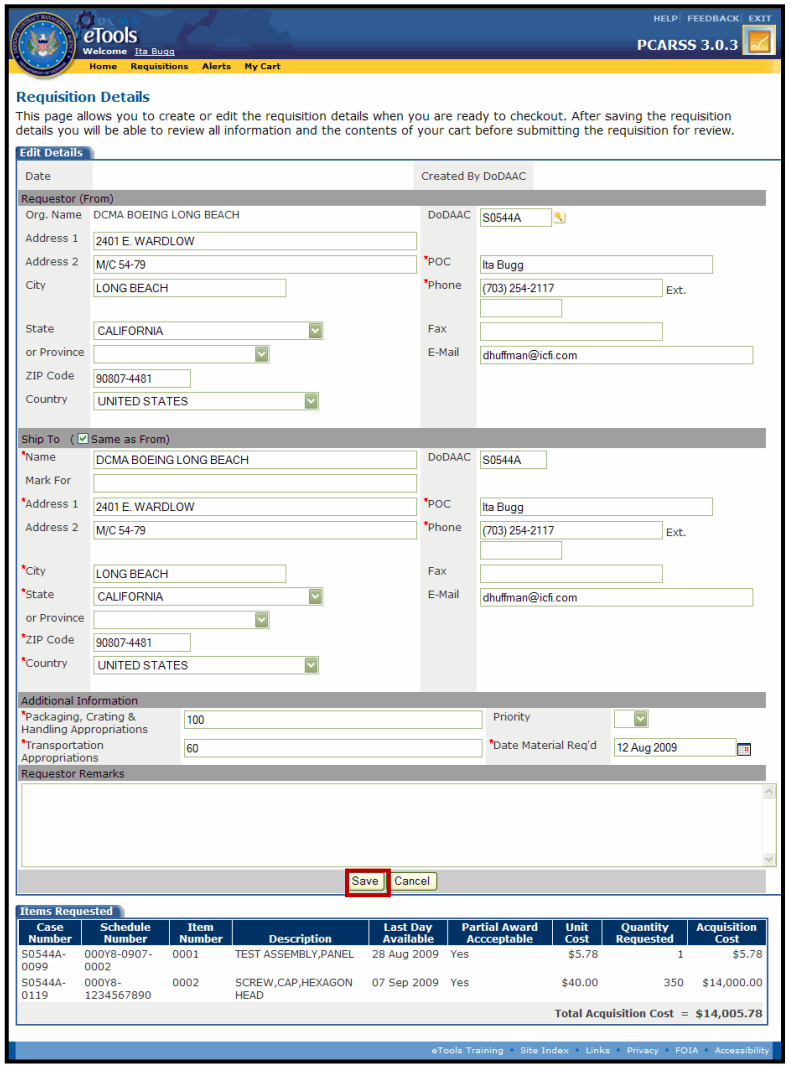
Graphic 4.2.4 : My Cart page

Topic Four – Creating a Requisition

Creating a Requisition

You begin the requisition process when you check out the items in your cart.

Creating a Requisition (Graphic 4.2.5)	
1.	*Start* from the **My Cart page**.
2.	*Click* the **Checkout Cart** button. The Requisition Details page appears (Graphic 4.2.5). Your name appears as the POC for the requisition, along with your phone number and E-Mail address, in the Requestor (From) section.
3.	*Populate* all **appropriate fields**.
4.	*Click* the **Save** button. The Requisition Workload page, Draft tab is displayed and your requisition is saved as a draft.
5.	*Open* the **draft requisition** and *verify* that all the *information* is correct.
6.	*Click* the **Submit Requisition** button. If the requisition needs to be routed to more than one PLCO for approval, separate requisitions are created.


eTools
Welcome Ita Bugg
PCARSS 3.0.3
Home Requisitions Alerts My Cart
Requisition Details
This page allows you to create or edit the requisition details when you are ready to checkout. After saving the requisition details you will be able to review all information and the contents of your cart before submitting the requisition for review.
Edit Details
Date
Created By DoDAAC
Requestor (From)
Org. Name DCMA BOEING LONG BEACH
DoDAAC S0544A
Address 1 2401 E. WARDLOW
Address 2 M/C 54-79
City LONG BEACH
State CALIFORNIA
or Province
ZIP Code 90807-4481
Country UNITED STATES
POC Ita Bugg
Phone (703) 254-2117 Ext.
Fax
E-Mail dhuffman@icfi.com
Ship To Same as From
Name DCMA BOEING LONG BEACH
Mark For
Address 1 2401 E. WARDLOW
Address 2 M/C 54-79
City LONG BEACH
State CALIFORNIA
or Province
ZIP Code 90807-4481
Country UNITED STATES
Additional Information
Packaging, Crating & Handling Appropriations 100
Transportation Appropriations 60
Priority
Date Material Req'd 12 Aug 2009
Requestor Remarks
Save Cancel
Items Requested
Case Number | Schedule Number | Item Number | Description | Last Day Available | Partial Award Accceptable | Unit Cost | Quantity Requested | Acquisition Cost
S0544A-0099 | 000Y8-0907-0002 | 0001 | TEST ASSEMBLY,PANEL | 28 Aug 2009 | Yes | $5.78 | 1 | $5.78
S0544A-0119 | 000Y8-1234567890 | 0002 | SCREW,CAP,HEXAGON HEAD | 07 Sep 2009 | Yes | $40.00 | 350 | $14,000.00
Total Acquisition Cost = $14,005.78
eTools Training Site Index Links Privacy FOIA Accessibility

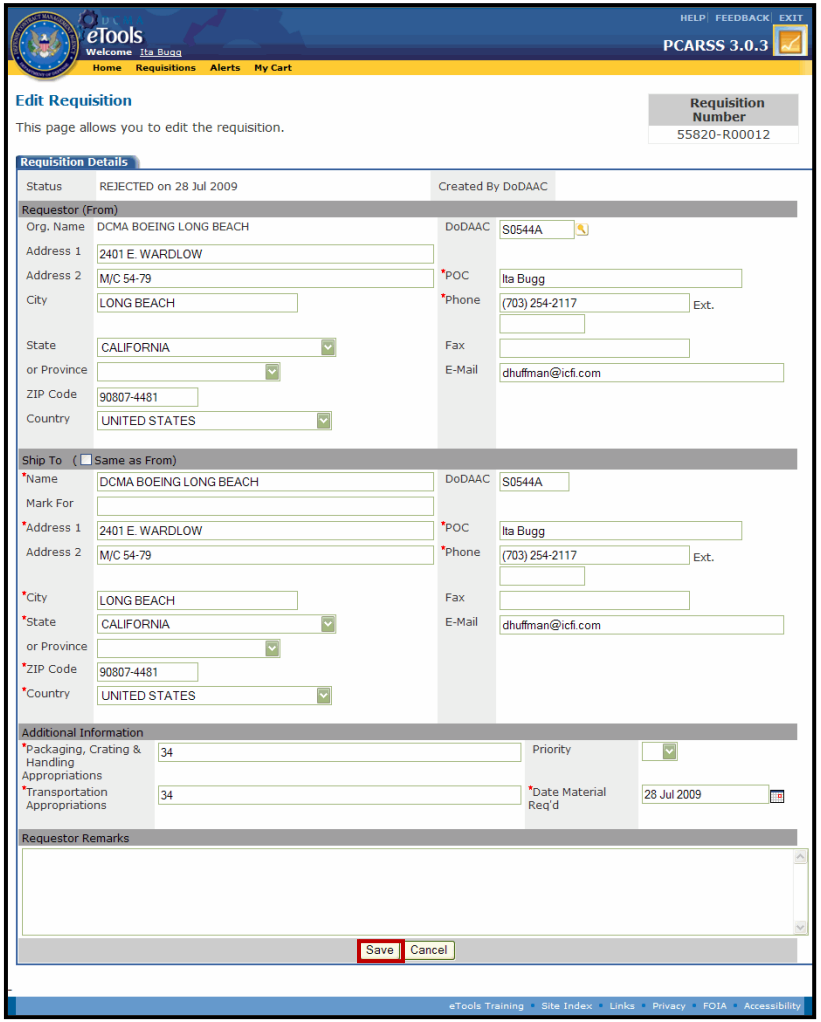
Graphic 4.2.5 : Requisition Details page

Topic Five – Editing a Requisition

Editing a Requisition

A Screener can edit the requisition details for requisitions in Draft, Cancelled, or Rejected statuses.

Editing a Requisition (Graphic 4.2.6)
Start on the **View Requisition** page.
Click the **edit** link at the top of the page. The Edit Requisition page appears (Graphic 4.2.6).
Click the **add items** link. The Inventory Search page appears where you can search for additional inventory for the requisition.
Click the **edit items** link. The My Requisition page appears where you may change quantities of the items you have already selected for requisition.



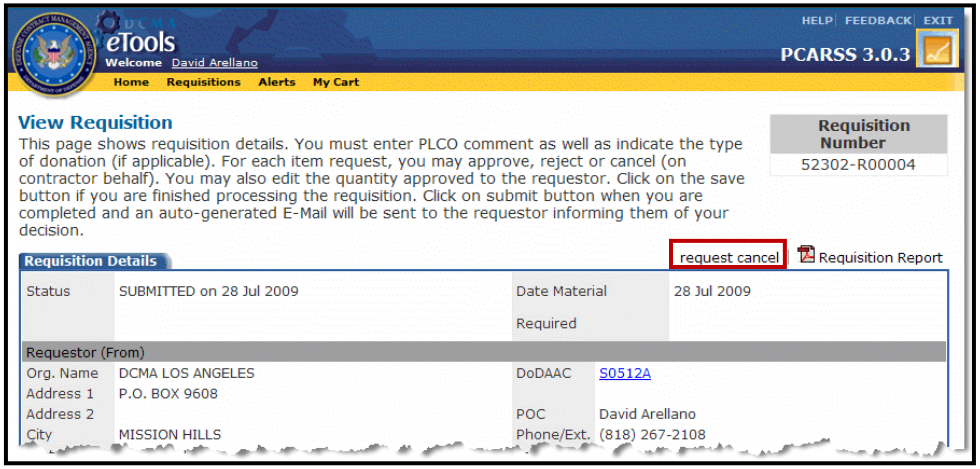
Graphic 4.2.6 : Edit Requisition page

Topic Six – Requesting Cancellation of a Requisition

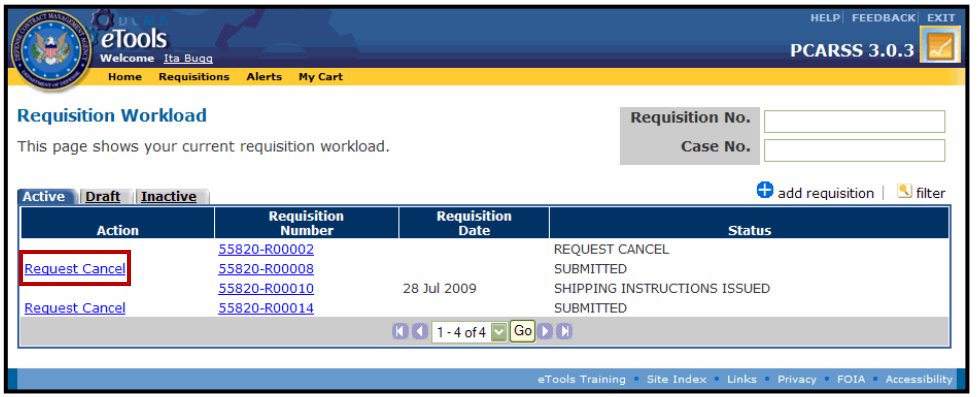
Requesting Cancellation of a Requisition

Screeners have the ability to request cancellation of a submitted requisition. Cancellation requests are sent to the PLCO. The PLCO will cancel the requisition for you.

Requesting Cancellation of a Requisition (Graphics 4.2.7 – 4.2.8)	
1.	*Start* from the **Requisition Workload page**.
2.	*Find* the **submitted requisition** for which you wish to request cancellation. The View Requisition page appears (Graphic 4.2.7).
3.	*Click* the **request cancel** link. A pop-up window appears asking you to confirm the request for cancellation.
4.	*Click* the **OK** button on the pop-up window. The status of the requisition becomes Request Cancel. Once the PLCO has cancelled it, the requisition will appear under the Inactive tab with Cancelled status.
Note: You can also use the **request cancel** link on the Active tab to request cancellation of a submitted requisition (Graphic 4.2.8).	


eTools
Welcome David Arellano
HELP FEEDBACK EXIT
PCARSS 3.0.3
Home Requisitions Alerts My Cart
View Requisition
This page shows requisition details. You must enter PLCO comment as well as indicate the type of donation (if applicable). For each item request, you may approve, reject or cancel (on contractor behalf). You may also edit the quantity approved to the requestor. Click on the save button if you are finished processing the requisition. Click on submit button when you are completed and an auto-generated E-Mail will be sent to the requestor informing them of your decision.
Requisition Number
52302-R00004
Requisition Details
request cancel
Requisition Report
Status SUBMITTED on 28 Jul 2009
Date Material Required 28 Jul 2009
Requestor (From)
Org. Name DCMA LOS ANGELES
Address 1 P.O. BOX 9608
Address 2
City MISSION HILLS
DoDAAC S0512A
POC David Arellano
Phone/Ext. (818) 267-2108

Graphic 4.2.7 : View Requisition page (top)



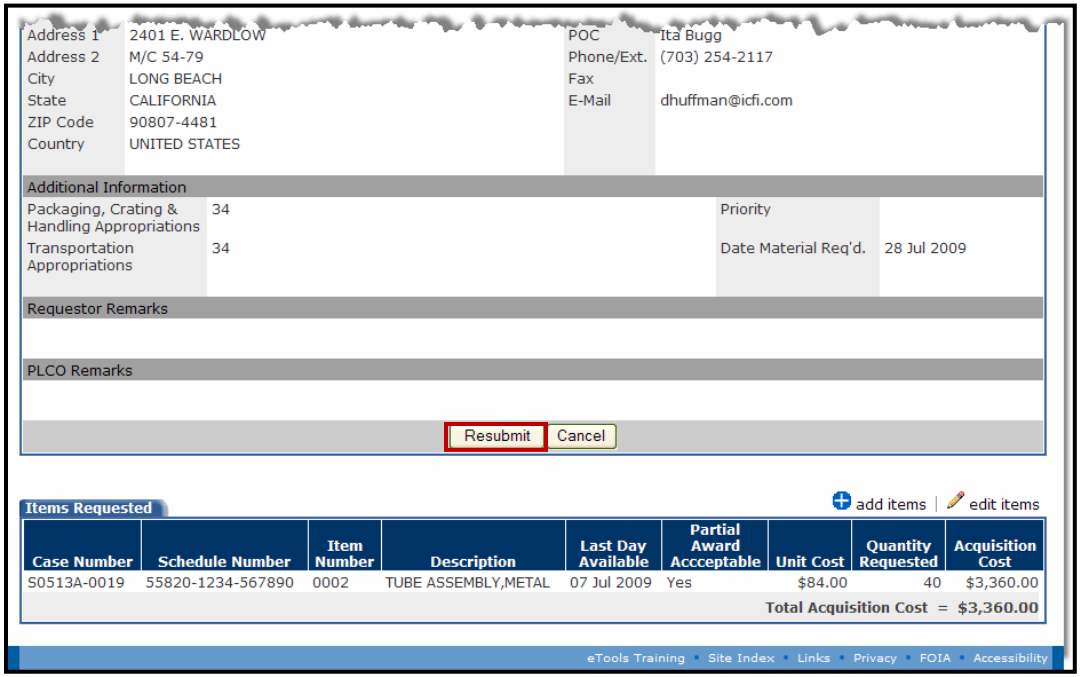
Graphic 4.2.8 : Requisition Workload page

Topic Seven – Resubmitting a Requisition

Resubmitting a Requisition

Screeners can resubmit any requisition in Cancelled or Rejected status. You have the ability to edit these requisitions before resubmitting.

Resubmitting a Requisition (Graphic 4.2.9)	
1.	*Start* from the **Requisition Workload page**.
2.	*Select* the **Inactive tab**.
3.	*Find* the **Cancelled or Rejected requisition** you wish to resubmit. The View Requisition page appears (Graphic 4.2.9).
4.	*Verify* that all the **information** is correct.
5.	*Click* the **Resubmit** button. The requisition is moved to the Active tab and goes to Submitted status.


Address 1 2401 E. WARDLOW
Address 2 M/C 54-79
City LONG BEACH
State CALIFORNIA
ZIP Code 90807-4481
Country UNITED STATES
POC Ita Bugg
Phone/Ext. (703) 254-2117
Fax
E-Mail dhuffman@icfi.com
Additional Information
Packaging, Crating & Handling Appropriations 34
Transportation Appropriations 34
Priority
Date Material Req'd. 28 Jul 2009
Requestor Remarks
PLCO Remarks
Resubmit
Cancel
Items Requested
add items | edit items
Case Number | Schedule Number | Item Number | Description | Last Day Available | Partial Award Accceptable | Unit Cost | Quantity Requested | Acquisition Cost
S0513A-0019 | 55820-1234-567890 | 0002 | TUBE ASSEMBLY,METAL | 07 Jul 2009 | Yes | $84.00 | 40 | $3,360.00
Total Acquisition Cost = $3,360.00
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Graphic 4.2.9 : View Requisition page (bottom)

Lesson Two – Review

Lesson Two covered the following topics:

Topic One	Managing the Requisition Workload
Topic Two	Searching Inventory for Requisition
Topic Three	Viewing the Cart
Topic Four	Creating a Requisition
Topic Five	Editing a Requisition
Topic Six	Requesting Cancellation of a Requisition
Topic Seven	Resubmitting a Requisition

Lesson Three

Alerts

Lesson Three – Topics

Lesson Three Topics

Topic One	Managing the List of Alerts
Topic Two	Creating a New Alert
Topic Three	Viewing Alert Details

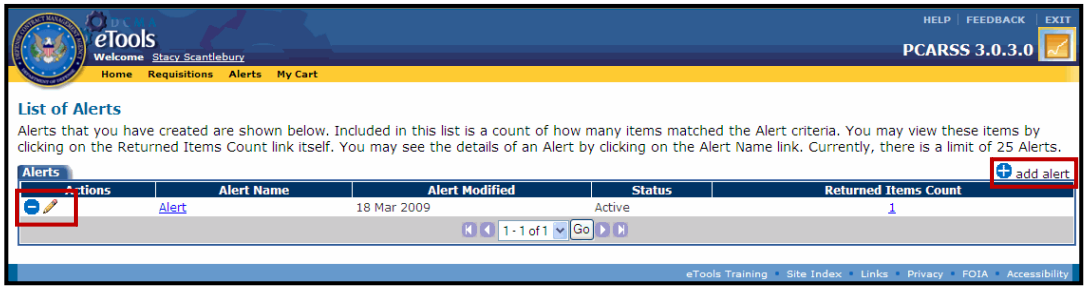
Topic One – Managing the List of Alerts

Managing the List of Alerts

Alerts are saved search criteria that generate search results on their own. Screeners have the ability to create alerts that will be used to search for available inventory in PCARSS. When the status of an alert is active, it will keep a list of available items that match the specified alert criteria. You will receive an E-Mail each time your alert generates a new search result.

You may view the alerts you have saved by clicking the **Alerts** link on the menu bar. The List of Alerts page appears.

The List of Alerts page shows the list of alerts you have saved and if they have returned any items. You are limited to saving 25 alerts.


eTools
Welcome Stacy Scantlebury
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home Requisitions Alerts My Cart
List of Alerts
Alerts that you have created are shown below. Included in this list is a count of how many items matched the Alert criteria. You may view these items by clicking on the Returned Items Count link itself. You may see the details of an Alert by clicking on the Alert Name link. Currently, there is a limit of 25 Alerts.
Alerts
add alert
Alert Name
Alert Modified
Status
Returned Items Count
Alert
18 Mar 2009
Active
1
1 - 1 of 1
Go
eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

Graphic 4.3.1 : List of Alerts page

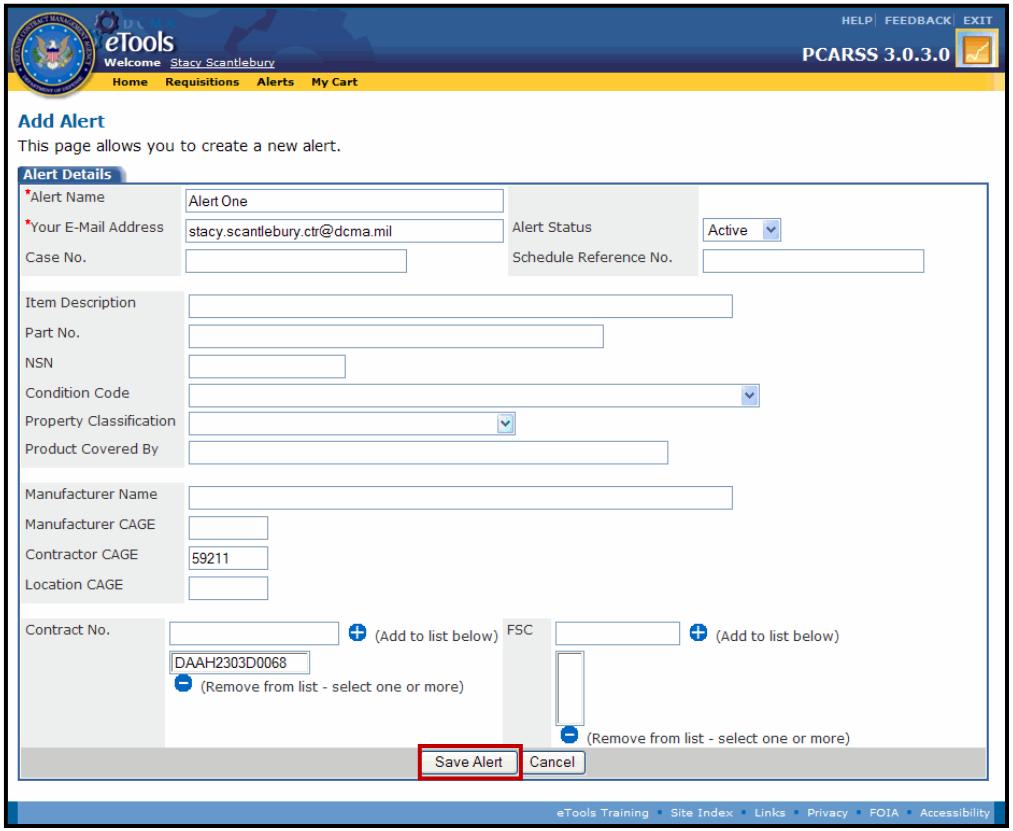
Managing the List of Alerts (Graphic 4.3.1)
Click the icon to delete an alert.
Click the icon to edit an alert.
Click the **add alert** link to create an alert.

Topic Two – Creating a New Alert

Creating a New Alert

You can create a new alert from your Home Page by clicking the **Create New Alert** link under the Tasks tab. Required fields on this page are marked with an asterisk.

Creating a New Alert (Graphic 4.3.2)	
1.	*Type* the **name of your alert** in the Alert Name box. This name may not be the same as any other alert in your list of alerts.
2.	*Type* your **E-Mail address** in the Your E-Mail Address box.
3.	*Change* the **Alert Status** if necessary by selecting a status from the Alert Status drop-down list box. The default status for new alerts is always set to Active.
4.	*Type* any **combination of information** in the remaining fields.
5.	*Click* the **Save Alert** button.



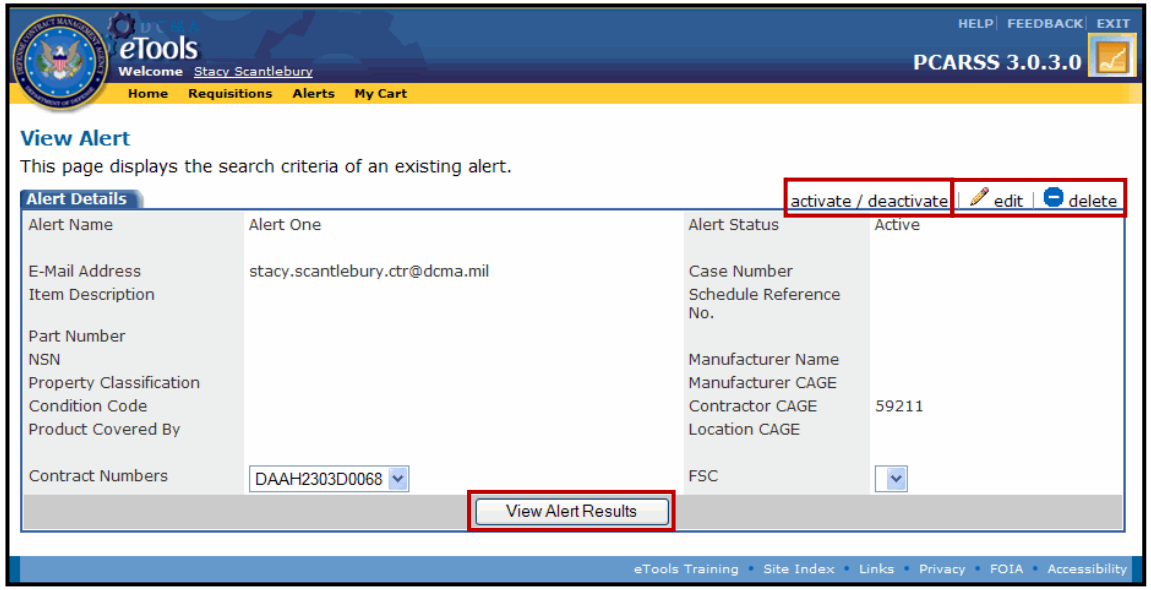
Graphic 4.3.2 : Add Alert page

Topic Three – Viewing Alert Details

Viewing Alert Details

When you click the link on the alert name on the List of Alerts page, the View Alert page appears. The View Alert page displays all of the search criteria you typed for the alert. If multiple contract numbers or FSCs were included in your alert criteria, they are displayed in drop-down list boxes.

Viewing Alert Details (Graphic 4.3.3)
Click the **activate/deactivate** link to change the status of the alert.
Click the icon to delete the alert.
Click the icon to edit the alert.
Click the **View Alert Results** button to view the Inventory Search Results page, where you may add any of the resulting items to your cart.



Graphic 4.3.3 : View Alert page

Lesson Three – Review

Lesson Three covered the following topics:

Topic One	Managing the List of Alerts
Topic Two	Creating a New Alert
Topic Three	Viewing Alert Details

Module Four – Review

Module Four covered the following lessons:

Lesson One	Common Tasks
Lesson Two	Requisitions
Lesson Three	Alerts

Module Five

QAR Role

Module Five – Lesson

Module Five Lesson

Lesson One Common Tasks

Lesson One

Common Tasks

Lesson One – Topics

Lesson One Topics

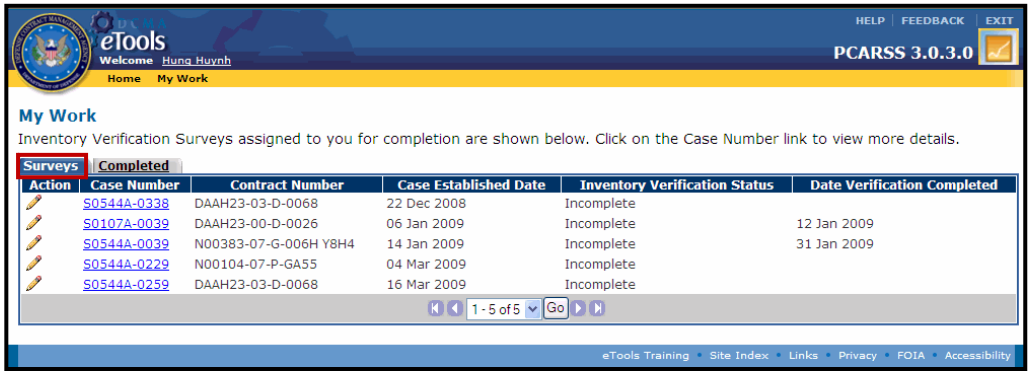
Topic One	Viewing an Inventory Verification Survey
Topic Two	Completing an Inventory Verification Survey

Topic One – Viewing an Inventory Verification Survey

Viewing an Inventory Verification Survey

The My Work page appears when you click the **My Work** link on the menu bar. It displays the inventory verification surveys sent to you by the PLCO or Administrator.

Viewing Inventory Verification Surveys (Graphic 5.1.1 – 5.1.2)	
1.	*Click* the **My Work** link on the menu bar. The My Work page appears.
2.	*Select* the **Surveys tab**. Displays incomplete inventory verification surveys (Graphic 5.1.1).
3.	*Select* the **Completed tab**. Displays completed inventory verification surveys (Graphic 5.1.2).


eTools
Welcome Hung Huynh
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home My Work
My Work
Inventory Verification Surveys assigned to you for completion are shown below. Click on the Case Number link to view more details.
Surveys | Completed
Action | Case Number | Contract Number | Case Established Date | Inventory Verification Status | Date Verification Completed
S0544A-0338 | DAAH23-03-D-0068 | 22 Dec 2008 | Incomplete
S0107A-0039 | DAAH23-00-D-0026 | 06 Jan 2009 | Incomplete | 12 Jan 2009
S0544A-0039 | N00383-07-G-006H Y8H4 | 14 Jan 2009 | Incomplete | 31 Jan 2009
S0544A-0229 | N00104-07-P-GA55 | 04 Mar 2009 | Incomplete
S0544A-0259 | DAAH23-03-D-0068 | 16 Mar 2009 | Incomplete
1 - 5 of 5 Go
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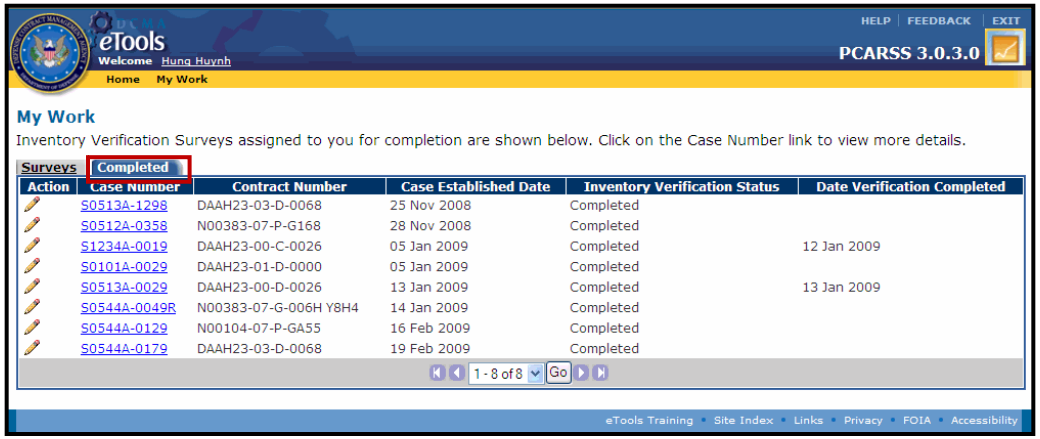
Graphic 5.1.1 : My Work page, Surveys tab


eTools
Welcome Hung Huynh
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home My Work
My Work
Inventory Verification Surveys assigned to you for completion are shown below. Click on the Case Number link to view more details.
Surveys | Completed
Action | Case Number | Contract Number | Case Established Date | Inventory Verification Status | Date Verification Completed
S0513A-1298 | DAAH23-03-D-0068 | 25 Nov 2008 | Completed
S0512A-0358 | N00383-07-P-G168 | 28 Nov 2008 | Completed
S1234A-0019 | DAAH23-00-C-0026 | 05 Jan 2009 | Completed | 12 Jan 2009
S0101A-0029 | DAAH23-01-D-0000 | 05 Jan 2009 | Completed
S0513A-0029 | DAAH23-00-D-0026 | 13 Jan 2009 | Completed | 13 Jan 2009
S0544A-0049R | N00383-07-G-006H Y8H4 | 14 Jan 2009 | Completed
S0544A-0129 | N00104-07-P-GA55 | 16 Feb 2009 | Completed
S0544A-0179 | DAAH23-03-D-0068 | 19 Feb 2009 | Completed
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Graphic 5.1.2 : My Work page, Completed tab

Topic One – Viewing an Inventory Verification Survey

Viewing an Inventory Verification Survey – Continued

Starting from the My Work page, Surveys tab (Graphic 5.1.3), *click* the link on the case number to view the inventory verification survey in a read-only format. The View Inventory Verification Survey page appears (Graphic 5.1.4).

eTools
Welcome Hung Huynh
Home My Work
HELP FEEDBACK EXIT
PCARSS 3.0.3.0
My Work
Inventory Verification Surveys assigned to you for completion are shown below. Click on the Case Number link to view more deta
Surveys Completed
Action Case Number Contract Number Case Established Date Inventory Verification Status Date Verification Co
S0544A-0338 DAAH23-03-D-0068 22 Dec 2008 Incomplete
S0107A-0039 DAAH23-00-D-0026 06 Jan 2009 Incomplete 12 Jan 2009
S0544A-0039 N00383-07-G-006H Y8H4 14 Jan 2009 Incomplete 31 Jan 2009
S0544A-0229 N00104-07-P-GA55 04 Mar 2009 Incomplete
S0544A-0259 DAAH23-03-D-0068 16 Mar 2009 Incomplete
1 - 5 of 5 Go
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Graphic 5.1.3 : My Work page, Surveys tab

eTools
Welcome Hung Huynh
Home My Work
HELP FEEDBACK EXIT
PCARSS 3.0.3.0
View Inventory Verification Survey
Inventory Verification
Contract Number DAAH23-03-D-0068
Case Number S0544A-0338
Survey Location
Survey Date
Contractor/Subcontractor
Completed by
Schedules of Inventory to be inspected and verified ...
REFERENCE NUMBER LINE ITEM AMOUNT
59211-0812-0024 0001 $124.00
59211-0812-0026 0001 $44.00
59211-0812-0027 0001 $44.00
59211-0812-0029 0001 $5.00
59211-0812-0029 0002 $44.00
Technical Verification
IS PROPERTY LISTED ON THE INVENTORY SCHEDULES ON HAND AND IN THE QUANTITIES INDICATED? Yes
IS THE PROPERTY CORRECTLY DESCRIBED ON THE INVENTORY SCHEDULES? Yes
IS THE PROPERTY SEGREGATED OR ADEQUATELY PROTECTED? Yes
IS THE PROPERTY PROPERLY TAGGED? Yes
Comments:
ARE THE CONDITION CODES ACCURATE? Yes
IS THE PROPERTY CLASSIFICATION CORRECTLY IDENTIFIED? Yes
ARE THE WEIGHTS OF THE ITEMS APPROXIMATELY CORRECT? Yes
IF WEIGHTS ARE NOT SHOWN, GIVE ESTIMATE OF WEIGHT BY BASIC MATERIAL CONTENTS: Yes
DO THE ITEMS APPEAR TO HAVE COMMERCIAL VALUE OTHER THAN SCRAP? Yes
DID CONTRACTOR MAKE REASONABLE EFFORTS TO RETURN THE PROPERTY? Yes
DO ANY ITEMS REQUIRE DEMILITARIZATION OR SPECIAL PROCESSING (sensitive items)? Yes
ARE COMMON ITEMS INCLUDED ON THE INVENTORY SCHEDULE? Yes
Termination Inventory
DID THE WORK STOP PROMPTLY UPON RECEIPT OF THE TERMINATION NOTICE? Date of Notice: No
a. DO THE QUANTITIES OF MATERIALS EXCEED THE AMOUNTS THAT WOULD HAVE BEEN REQUIRED TO COMPLETE THE TERMINATED PORTION OF THE CONTRACT? No
b. CAN THE ITEMS OF TERMINATION INVENTORY BE USED ON THE CONTINUING PORTION OF THE CONTRACT? No
ARE ALL ITEMS AND QUANTITIES ALLOCABLE TO THE TERMINATION PORTION OF THIS CONTRACT OR ORDER? No
DOES THE INVENTORY INCLUDE REJECTS? IF YES, EXPLAIN SPECIFIC LINE ITEM ENTRIES. OBTAIN FROM CONTRACTOR ESTIMATED COST OF REWORKING REJECTS ON SPECIFIC LINE ITEM BASIS. No
a. HAVE COMPLETED ARTICLES BEEN INSPECTED AS TO QUALITY AND CONFORMANCE TO SPECIFICATIONS? No
b. DO THE COMPLETED ITEMS INSPECTED TO CONFORM TO CONTRACT SPECIFICATIONS? No
c. DO OTHER THAN COMPLETED ITEMS CONFORM TO TECHNICAL REQUIREMENTS OF THE CONTRACT OR ORDER? No
FOR WORK-IN-PROGRESS, IS THE PERCENTAGE OF COMPLETION ACCURATE? No
Surveyor Remarks
test
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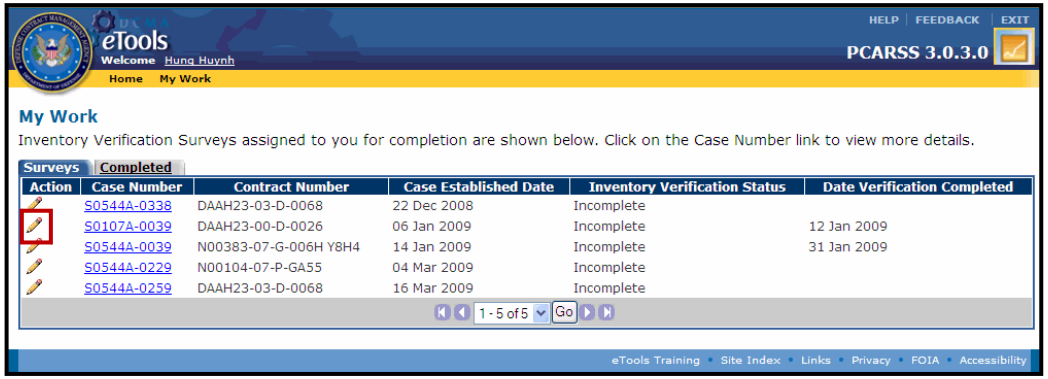
Graphic 5.1.4 : View Inventory Verification Survey page

Completing an Inventory Verification Survey

If inventory verification is required for a case, the PLCO or Administrator may wish for you to complete the survey, so he or she will send the survey to a QAR for completion.

Completing an Inventory Verification Survey (Graphics 5.1.5 – 5.1.8)	
1.	*Start* from the **My Work page, Surveys tab** (Graphic 5.1.5).
2.	*Click* the icon next to the survey you wish to complete. The Edit Inventory Verification Survey page appears (Graphic 5.1.6).


HELP | FEEDBACK | EXIT
eTools
Welcome Hung Huynh
PCARSS 3.0.3.0
Home My Work
My Work
Inventory Verification Surveys assigned to you for completion are shown below. Click on the Case Number link to view more details.
Surveys Completed
Action Case Number Contract Number Case Established Date Inventory Verification Status Date Verification Completed
S0544A-0338 DAAH23-03-D-0068 22 Dec 2008 Incomplete
S0107A-0039 DAAH23-00-D-0026 06 Jan 2009 Incomplete 12 Jan 2009
S0544A-0039 N00383-07-G-006H Y8H4 14 Jan 2009 Incomplete 31 Jan 2009
S0544A-0229 N00104-07-P-GA55 04 Mar 2009 Incomplete
S0544A-0259 DAAH23-03-D-0068 16 Mar 2009 Incomplete
1 - 5 of 5 Go
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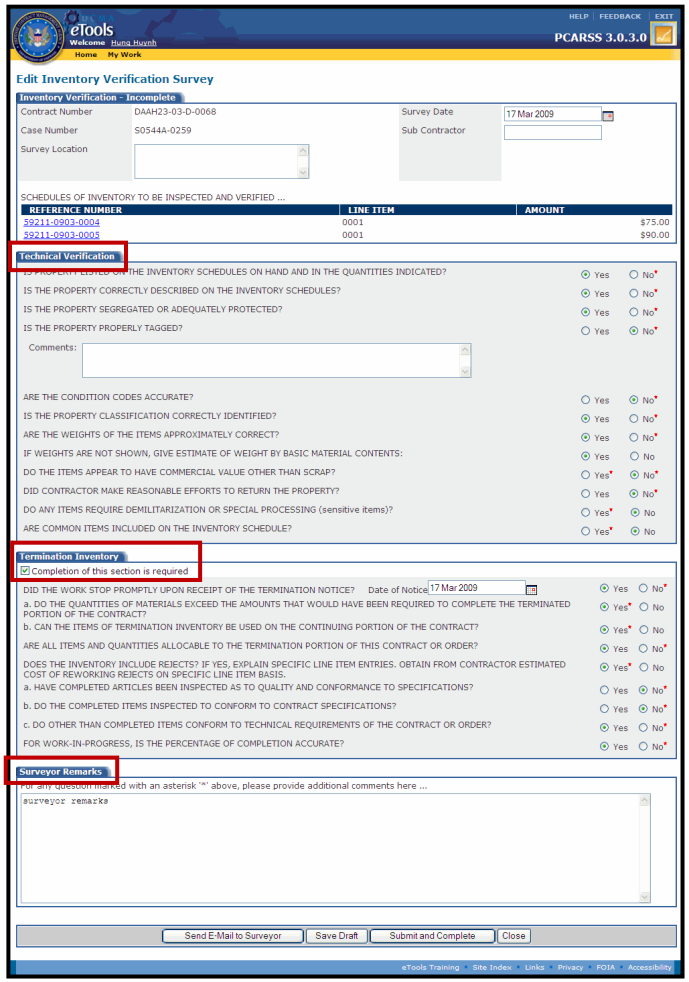
Graphic 5.1.5 : My Work page, Surveys tab

Topic Two – Completing an Inventory Verification Survey

Completing an Inventory Verification Survey – Continued

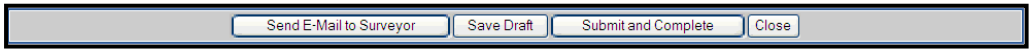
Completing an Inventory Verification Survey (Graphics 5.1.5 – 5.1.8)	
3.	*Answer* the **questions** in the Technical Verification section. An asterisk denotes that if you choose that answer, you must provide a comment regarding it in the Surveyor Remarks box at the bottom of the page.
4.	*Check* the **Completion of this section is required checkbox** at the top of the Termination Inventory section if answers to the questions in the Termination Inventory section are required. When this box is checked, the answers to the question in this section become available for selection.
5.	*Answer* the **questions** in the Termination Inventory Section. An asterisk denotes that if you choose that answer, you must provide a comment regarding it in the Surveyor Remarks box at the bottom of the page.


eTools
PCARSS 3.0.3.0
Edit Inventory Verification Survey
Inventory Verification - Incomplete
Contract Number
DAAH23-03-D-0068
Case Number
S0544A-0259
Survey Location
Survey Date
17 Mar 2009
Sub Contractor
SCHEDULES OF INVENTORY TO BE INSPECTED AND VERIFIED ...
REFERENCE NUMBER
LINE ITEM
AMOUNT
39211-0903-0004
0001
$75.00
39211-0903-0005
0001
$90.00
Technical Verification
IS THE PROPERTY CORRECTLY DESCRIBED ON THE INVENTORY SCHEDULES?
IS THE PROPERTY SEGREGATED OR ADEQUATELY PROTECTED?
IS THE PROPERTY PROPERLY TAGGED?
Comments:
ARE THE CONDITION CODES ACCURATE?
IS THE PROPERTY CLASSIFICATION CORRECTLY IDENTIFIED?
ARE THE WEIGHTS OF THE ITEMS APPROXIMATELY CORRECT?
IF WEIGHTS ARE NOT SHOWN, GIVE ESTIMATE OF WEIGHT BY BASIC MATERIAL CONTENTS:
DO THE ITEMS APPEAR TO HAVE COMMERCIAL VALUE OTHER THAN SCRAP?
DID CONTRACTOR MAKE REASONABLE EFFORTS TO RETURN THE PROPERTY?
DO ANY ITEMS REQUIRE DEMILITARIZATION OR SPECIAL PROCESSING (sensitive items)?
ARE COMMON ITEMS INCLUDED ON THE INVENTORY SCHEDULE?
Termination Inventory
Completion of this section is required
DID THE WORK STOP PROMPTLY UPON RECEIPT OF THE TERMINATION NOTICE?
Date of Notice
17 Mar 2009
a. DO THE QUANTITIES OF MATERIALS EXCEED THE AMOUNTS THAT WOULD HAVE BEEN REQUIRED TO COMPLETE THE TERMINATED PORTION OF THE CONTRACT?
b. CAN THE ITEMS OF TERMINATION INVENTORY BE USED ON THE CONTINUING PORTION OF THE CONTRACT?
ARE ALL ITEMS AND QUANTITIES ALLOCABLE TO THE TERMINATION PORTION OF THIS CONTRACT OR ORDER?
DOES THE INVENTORY INCLUDE REJECTS? IF YES, EXPLAIN SPECIFIC LINE ITEM ENTRIES. OBTAIN FROM CONTRACTOR ESTIMATED COST OF REWORKING REJECTS ON SPECIFIC LINE ITEM BASIS.
a. HAVE COMPLETED ARTICLES BEEN INSPECTED AS TO QUALITY AND CONFORMANCE TO SPECIFICATIONS?
b. DO THE COMPLETED ITEMS INSPECTED TO CONFORM TO CONTRACT SPECIFICATIONS?
c. DO OTHER THAN COMPLETED ITEMS CONFORM TO TECHNICAL REQUIREMENTS OF THE CONTRACT OR ORDER?
FOR WORK-IN-PROGRESS, IS THE PERCENTAGE OF COMPLETION ACCURATE?
Surveyor Remarks
surveyor remarks
Send E-Mail to Surveyor
Save Draft
Submit and Complete
Close

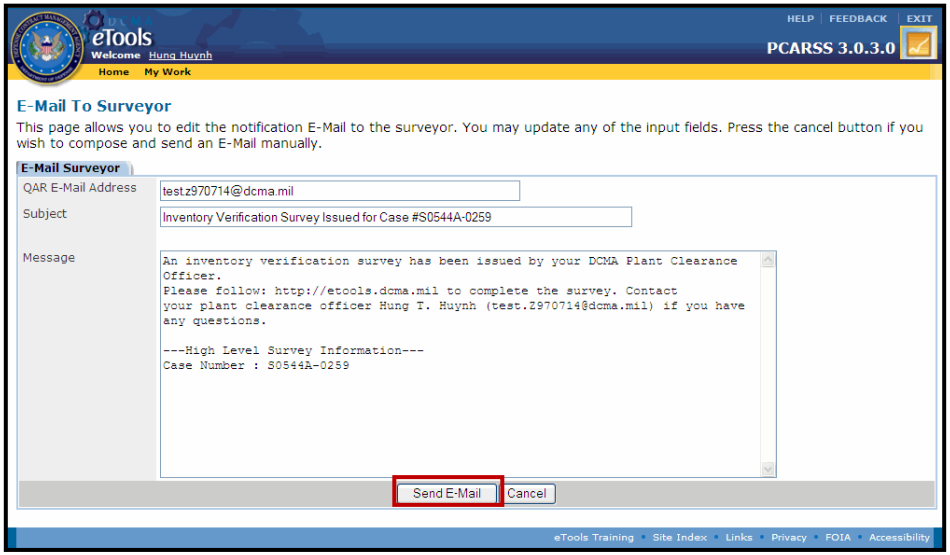
Graphic 5.1.6 : Edit Inventory Verification Survey page

Completing an Inventory Verification Survey – Continued

Completing an Inventory Verification Survey (Graphics 5.1.5-5.1.8)
Click the **Save Draft** button to save the survey as a draft and work on it again later.
Click the **Submit and Complete** button to submit and complete the survey.
Click the **Close** button to exit the survey and return to the View Case Details page.
Click the **Send E-Mail to Surveyor** button to send the survey to another Quality Assurance Representative (QAR) for completion. The E-Mail to Surveyor page appears (Graphic 5.1.8). *Type* the **QAR's E-Mail address** in the QAR E-Mail Address box. Note that you can only type one E-Mail address in this box. *Click* the **Send E-Mail** button.



Graphic 5.1.7 : Edit Inventory Verification Survey page buttons


eTools
Welcome Hung Huynh
HELP | FEEDBACK | EXIT
PCARSS 3.0.3.0
Home My Work
E-Mail To Surveyor
This page allows you to edit the notification E-Mail to the surveyor. You may update any of the input fields. Press the cancel button if you wish to compose and send an E-Mail manually.
E-Mail Surveyor
QAR E-Mail Address
test.z970714@dcma.mil
Subject
Inventory Verification Survey Issued for Case #S0544A-0259
Message
An inventory verification survey has been issued by your DCMA Plant Clearance Officer.
Please follow: http://etools.dcma.mil to complete the survey. Contact your plant clearance officer Hung T. Huynh (test.Z970714@dcma.mil) if you have any questions.
---High Level Survey Information---
Case Number : S0544A-0259
Send E-Mail
Cancel
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Graphic 5.1.8 : E-Mail to Surveyor page

Lesson One – Review

Lesson One covered the following topics:

Topic One	Viewing an Inventory Verification Survey
Topic Two	Completing an Inventory Verification Survey

Module Five – Review

Module Five covered the following lesson:

Lesson One	Common Tasks

PCARSS Training Guide – Review

The PCARSS Training Guide covered the following modules:

Module One	PCARSS Overview
Module Two	PLCO, Support PLCO, and Administrator Roles
Module Three	Contractor Role
Module Four	Screener and Read-only Screener Roles
Module Five	QAR Role